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USER REQUIREMENTS

CONVERSION MODULE

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September 24, 1999

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Updated October 11, 2000

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SWSS Project
USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

The conversion of information currently stored by specific case on the Client Information System (CIS) and the Children's Services Management Information System (CSMIS), is important to eliminate duplication of data entry. Conversion also ensures that the information currently on CIS and CSMIS will match the data on SWSS and, when the worker prepares the case for activation in SWSS, the information can be reviewed for accuracy. Changes or corrections can not be made to the old information on CIS/CSMIS. However, CIS can be updated by printing and inputting the SWSS FIA-5S, and the Oracle database can be corrected via SWSS. Conversion is a one-time process that will need to take place at the time of SWSS implementation in a county, or by district in Wayne County if necessary.

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1.2 Target Audience

This document is for the SWSS developers who are charged with creating a detailed design document for this module, as well as implementation the requirements listed herein. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA Help desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's guide
- CFS Policy staff
- Zone Children's Services Specialist
- Assist operators / CIS clerks

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2 MODULE NARRATIVE

Conversion involves the collection of data from CIS, [Model Payments System \(MPS\)](#) and CSMIS and the pre-filling of that data throughout the SWSS application. The first stage of conversion will be from CIS, which includes the currently active cases from program 2 (foster care and adoption) and program 4 (juvenile justice). This is the most current data to be converted and will take precedence over CSMIS and transfer (reconciled) data. The second stage of conversion includes the CSMIS history data on the currently active caseload from the current open date.

The conversion module involves a process that happens behind the screens. Foster Care, Adoption and Juvenile Justice workers state-wide will not need to take any action for conversion to occur. There are two actions workers can do to ensure accuracy of converted information. Preparation for SWSS implementation should include updating information on CIS to ensure accuracy so that correct updated information will be converted. This will include checking the [FIA-5S](#), data that is currently on CIS, and making any necessary changes prior to conversion.

The second action that workers in all program areas will need to take will be to watch for converted information throughout the application. Converted information will pre-fill in the following modules: case registration, child data, legal, funding, placement, payment, Medicaid, education and [FIA-5S](#) (quarterly report due date). Additional data elements will be included for adoption cases and juvenile justice cases, which do not apply to foster care cases. A complete list of converted data elements is included as part of the original requirements.

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3 NAVIGATION FLOW

3.1 Screen Interaction

How should an automated system work from the user's perspective? What types of screens are needed and how does the user interact with those screens.

Data will pre-fill in several modules throughout SWSS. The specific modules are listed in section 2 Module Narrative and the original requirements located in section 11 Source Material. There are no additional screens associated with the conversion module.

3.2 System Flow

How does the data entered in this module effect the system flow within this module (or beyond the scope of this module, if appropriate).

As the data entered is an automated process from ~~other existing electronic systems~~ there is no data entered in this module by the user. However, due to tighter constraints surrounding edits within SWSS, it is possible that information converted from CIS will need to be corrected before the user will be able to access some modules within SWSS. As a worker goes through the application to open the case on SWSS they may get messages to make changes in areas; for example, the foster care event which converts from CIS may not be compatible with the living arrangement or funding source found in other modules within SWSS.

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<#>REQUIREMENTS LIST¶
The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.¶
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<#>Screen, Data, Out-of-Module, Output,

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Deleted: <#>Adoption will	...	[16]
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Deleted: <#>TG 43 hearin	...	[30]
Deleted: <#>9		
Deleted: <#>7, petition dat	...	[31]
Deleted: <#>¶	...	[32]
Deleted: <#>Conversion fr	...	[33]
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Deleted: <#>Conversion fr	...	[35]
Deleted: <#>¶	...	[36]
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Deleted: <#>For cases with	...	[45]
Deleted: <#>42		
Deleted: <#>41 or 44, the	...	[46]
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Deleted: <#>42 is used in	...	[47]
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4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Conversion module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (CV = conversion).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

CV-1 SCREEN REQUIREMENTS

CV-2 DATA EDITING REQUIREMENTS

CV-3 OUT-OF-MODULE REQUIREMENTS

CV-4 MODULE REQUIREMENTS:

CV-4.1 Convert all active CIS cases that are program 2 (Foster Care & Adoption) and program 4 (Juvenile Justice)

CV-4.2 Adoption will require conversion of Adoption type and adoption suffix.

CV-4.3 Adoption will require conversion of the most recent closed foster care case information.

CV-4.4 Target Group / Legal Status 46 and 52 require the commitment county, arrest date and commitment offense code to be converted.

CV-4.5 Target Group / Legal Status 44 and 45 require the commitment county.

CV-4.6 The following historical data needs to be converted: Primary and Secondary Provider ID numbers, placement begin dates, target group/legal statuses, acceptance dates, commitment dates, living arrangements, funding sources, supervising agency indicator code.

CV-4.7 Placement end date will be calculated as the next placement's begin date

CV-4.8 For Target Group (TG) 44,45,46, and 52 hearing date and order date are the same as the commitment date, the order type is 9, the petition date is 42 days prior to the commitment date and the petition type should be 5 for TG 44 and 45, petition type = 01 for TG 46 and 52

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- CV-4.9 TG 40 & 42 hearing date and order date = the acceptance date, order type = 2, the petition date is acceptance date minus 2 days and the petition type = 1 for TG 42 & petition type = 01 for TG 40
- CV-4.10 TG 41 ("Permanent Court Ward") hearing date and order date = acceptance date, order type = 8, the petition date is acceptance date minus 2 days, and the petition type = "termination of parental rights"
- CV-4.11 TG 43 hearing date and order date are the same as the acceptance date, the order type = 19, petition date is acceptance date minus 2 days and the petition type = 11.
- CV-4.12 Conversion from CIS race codes to new races codes are 'A' or 1=1, 'B' or 2=2, 'C' or 3=3, 'D' or 4=4, 'E' or 5=6, 'F' or 6=1 and Hispanic ethnicity = 'Y'.
- CV-4.13 Conversion from CIS handicap codes to Special Education codes are: 1=EI, 2=HI, 3=TMI, 4=POHI, 5=SXI, 6=LD, 7=SLI, 8=VI, 9=None
- CV-4.14 For active Medicaid cases (PA-S code = Q2) the Medicaid begin date, re-determination date, mother status code, father status code, managed care code, and third party code for mailing Medicaid card must be converted.
- CV-4.15 All cases convert in as unregistered.
- CV-4.16 Child defaults to title 4E eligible if funding source code = 02
- CV-4.17 For cases with a current legal status of 41 or 44, the date of acceptance in the historical record when the legal status was 42 is used in the SWSS case table.
- CV-4.18 Do not add placements where placement end date is before placement date
- CV-4.19 Do not add placements where the case number, the placement date, target group / legal status, primary provider and secondary provider are the same as the previous records.
- CV-4.20 Do not add placements where the living arrangement is the same as the previous records or if the living arrangement is 6, the next living is 5 and the primary and secondary provider are the same.
- CV-4.21 Only cases with a GRANTEE CODE of 1 get converted.
- CV-4.22 There must be no missing days when ending one placement and beginning another unless the case has been closed and then reopened at a later date.
- CV-4.23 All MPS payment authorizations for the current provider/child combination must be converted where the service code has a second character equal to '7' and the first character is '0' or '9'.

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CV-4.24 When converting the payment authorization(s) for the current placement, the fund source associate with each authorization (if there is more than one) must also be converted.

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CV-4.25 The following elements are to be converted:

CV-4.25.1 from CIS files which is located on Pebbles (a.k.a. FIAPAS1) in the directory /u01/swss/conversion/cis-##.dat

CV-4.25.1.1 CIS_CASE_NO POSITION (001:009) CHAR,

CV-4.25.1.2 PRIMARY WORKER ID POSITION (010:017) CHAR,

CV-4.25.1.3 SECDAARY WORKER CO POSITION (018:019) CHAR,

CV-4.25.1.4 SECDAARY WORKER ID POSITION (021:028) CHAR,

CV-4.25.1.5 PRIMARY WORKER CO POSITION (074:075) CHAR,

CV-4.25.1.6 RESIDENCE CO POSITION (074:075) CHAR

CV-4.25.1.7 RESIDENCE DIST POSITION (076:077) CHAR

CV-4.25.1.8 ACCEPT DATE POSITION (078:085) CHAR

CV-4.25.1.9 REF SRC POSITION (086) CHAR

CV-4.25.1.10 OPEN DATE POSITION (087:094) CHAR

CV-4.25.1.11 CLOSE DATE POSITION (095:102) CHAR

CV-4.25.1.12 ELIGIBILITY CODE POSITION (103:104) CHAR,

CV-4.25.1.13 GOAL CODE POSITION (105:106) CHAR

CV-4.25.1.14 GOAL STATUS CODE POSITION (107) CHAR

CV-4.25.1.15 FC EVENT CODE POSITION (108) CHAR

CV-4.25.1.16 CIS_HDCP POSITION (109) CHAR,

CV-4.25.1.17 NU_RECIP POSITION (110:111) CHAR,

CV-4.25.1.18 NAME POSITION (112:156) CHAR,

CV-4.25.1.19 DATE_OF_BIRTH POSITION (157:164) CHAR

CV-4.25.1.20 SEX POSITION (165) CHAR,

CV-4.25.1.21 CHILD SSN POSITION (167:175) CHAR,

CV-4.25.1.22 PRIMARY_RACE_CODE POSITION (176) CHAR,

CV-4.25.1.23 RECIP ID POSITION (177:184) CHAR

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CV-4.25.1.24	<u>MSTAT</u>	<u>POSITION (185:186) CHAR</u>
CV-4.25.1.25	<u>FSTAT</u>	<u>POSITION (187:188) CHAR</u>
CV-4.25.1.26	<u>COURT_IND</u>	<u>POSITION (189) CHAR</u>
CV-4.25.1.27	<u>LEGAL_STATUS</u>	<u>POSITION (190:191) CHAR</u>
CV-4.25.1.28	<u>ADDR_LINE2</u>	<u>POSITION (192:221) CHAR,</u>
CV-4.25.1.29	<u>ADDR_LINE1</u>	<u>POSITION (222:251) CHAR,</u>
CV-4.25.1.30	<u>CITY</u>	<u>POSITION (252:281) CHAR,</u>
CV-4.25.1.31	<u>STATE</u>	<u>POSITION (282:283) CHAR,</u>
CV-4.25.1.32	<u>ZIP_CODE</u>	<u>POSITION (284:292) CHAR,</u>
CV-4.25.1.33	<u>PLC_DT</u>	<u>POSITION (293:300) CHAR</u>
CV-4.25.1.34	<u>LIVING_ARR</u>	<u>POSITION (301:302) CHAR,</u>
CV-4.25.1.35	<u>FUND_SRC_CD</u>	<u>POSITION (303) CHAR,</u>
CV-4.25.1.36	<u>PRIME_PROV</u>	<u>POSITION (304:312) CHAR</u>
CV-4.25.1.37	<u>SECOND_PROV</u>	<u>POSITION (313:321) CHAR</u>
CV-4.25.1.38	<u>SUP_IND</u>	<u>POSITION (322) CHAR,</u>
CV-4.25.1.39	<u>MRDT</u>	<u>POSITION (323:330) CHAR</u>
CV-4.25.1.40	<u>ACCT_RTYPE</u>	<u>POSITION (331) CHAR</u>
CV-4.25.1.41	<u>PA_OPNDT</u>	<u>POSITION (332:339) CHAR</u>
CV-4.25.1.42	<u>SV_REDT</u>	<u>POSITION (340:347) CHAR</u>
CV-4.25.1.43	<u>QUT_REDT</u>	<u>POSITION (348:355) CHAR</u>
CV-4.25.1.44	<u>ADPT_TYP</u>	<u>POSITION (356) CHAR,</u>
CV-4.25.1.45	<u>ADPT_SUF</u>	<u>POSITION (357:358) CHAR</u>
CV-4.25.1.46	<u>CLOSE_CODE</u>	<u>POSITION (359:360) CHAR,</u>
CV-4.25.1.47	<u>PROD_STAT</u>	<u>POSITION (361) CHAR</u>
CV-4.25.1.48	<u>ARR_DT</u>	<u>POSITION (362:369) CHAR</u>
CV-4.25.1.49	<u>COM_OFF</u>	<u>POSITION (370:372) CHAR</u>
CV-4.25.1.50	<u>COM_CO</u>	<u>POSITION (373:374) CHAR</u>

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CV-4.25.1.51	<u>COM_DT</u>	<u>POSITION (375:382) CHAR</u>
CV-4.25.1.52	<u>SECURITY_LVL_CD</u>	<u>POSITION (383:384) CHAR,</u>
CV-4.25.1.53	<u>SEC_OVERRIDE</u>	<u>POSITION (385:386) CHAR,</u>
CV-4.25.1.54	<u>PYMT_AUTH_FLAG</u>	<u>POSITION (387) CHAR,</u>
CV-4.25.1.55	<u>TYPE_CARE</u>	<u>POSITION (388) CHAR,</u>
CV-4.25.1.56	<u>MA_BEGIN_DATE</u>	<u>POSITION (389:396) CHAR</u>
CV-4.25.1.57	<u>MANAGED_CARE</u>	<u>POSITION (397:398) CHAR</u>
CV-4.25.1.58	<u>PAS_CODE</u>	<u>POSITION (399:400) CHAR,</u>
CV-4.25.1.59	<u>GRANTEE_CODE</u>	<u>POSITION (401) CHAR,</u>
CV-4.25.1.60	<u>PRIOR_CASENO</u>	<u>POSITION (402:410) CHAR,</u>
CV-4.25.1.61	<u>PRIOR_NAME</u>	<u>POSITION (411:455) CHAR,</u>
CV-4.25.1.62	<u>PRIOR_CO</u>	<u>POSITION (456:457) CHAR,</u>
CV-4.25.1.63	<u>PRIOR_ACCDT</u>	<u>POSITION (458:465) CHAR</u>
CV-4.25.1.64	<u>PRIOR_SVOPDT</u>	<u>POSITION (466:473) CHAR</u>
CV-4.25.1.65	<u>PRIOR_SVCLDT</u>	<u>POSITION (474:481) CHAR</u>
CV-4.25.1.66	<u>PRIOR_RID</u>	<u>POSITION (482:489) CHAR</u>
CV-4.25.2	<u>from CSMIS files which is located on Pebbles (a.k.a. FIAPAS1) in the directory /u01/swss/conversion/csmis.dat</u>	
CV-4.25.2.1	<u>CASE_NO</u>	<u>POSITION (1:9) CHAR,</u>
CV-4.25.2.2	<u>RECIPIENT_ID</u>	<u>POSITION (10:19) CHAR,</u>
CV-4.25.2.3	<u>OPEN_DATE</u>	<u>POSITION (20:27) CHAR</u>
CV-4.25.2.4	<u>CLOSE_DATE</u>	<u>POSITION (28:35) CHAR</u>
CV-4.25.2.5	<u>CLOSE_CODE</u>	<u>POSITION (36:37) CHAR,</u>
CV-4.25.2.6	<u>TARGET_GROUP</u>	<u>POSITION (38:39) CHAR,</u>
CV-4.25.2.7	<u>ACCEPTANCE_DATE</u>	<u>POSITION (40:47) CHAR</u>
CV-4.25.2.8	<u>COMMIT_DATE</u>	<u>POSITION (48:55) CHAR</u>
CV-4.25.2.9	<u>PRI_PROV</u>	<u>POSITION (56:64) CHAR</u>
CV-4.25.2.10	<u>SEC_PROV</u>	<u>POSITION (65:73) CHAR</u>

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CV-4.25.2.11	<u>PLACEMENT DATE</u>	<u>POSITION (74:81) CHAR</u>
CV-4.25.2.12	<u>PLACEMENT END DATE</u>	<u>POSITION (82:89) CHAR</u>
CV-4.25.2.13	<u>LIV ARR</u>	<u>POSITION (90:91) CHAR,</u>
CV-4.25.2.14	<u>FUNDING SOURCE</u>	<u>POSITION (92:93) CHAR,</u>
CV-4.25.2.15	<u>COMMIT COUNTY</u>	<u>POSITION (94:95) CHAR,</u>
CV-4.25.2.16	<u>COMMIT OFF</u>	<u>POSITION (96:98) CHAR,</u>
CV-4.25.2.17	<u>ARREST DATE</u>	<u>POSITION (99:106) CHAR</u>
CV-4.25.3	<u>CSMIS data for adoption cases that have closed FC data which is located on Pebbles (a.k.a. FIAPAS1) in the directory /u01/swss/conversion/pri.dat</u>	
CV-4.25.3.1	<u>CASE NO</u>	<u>POSITION (1:9) CHAR,</u>
CV-4.25.3.2	<u>OLD CASE NO</u>	<u>POSITION (10:18) CHAR</u>
CV-4.25.3.3	<u>RECIPIENT ID</u>	<u>POSITION (19:28) CHAR,</u>
CV-4.25.3.4	<u>OPEN DATE</u>	<u>POSITION (29:36) CHAR</u>
CV-4.25.3.5	<u>CLOSE DATE</u>	<u>POSITION (37:44) CHAR</u>
CV-4.25.3.6	<u>CLOSE CODE</u>	<u>POSITION (45:46) CHAR,</u>
CV-4.25.3.7	<u>TARGET GROUP</u>	<u>POSITION (47:48) CHAR,</u>
CV-4.25.3.8	<u>ACCEPTANCE DATE</u>	<u>POSITION (49:56) CHAR</u>
CV-4.25.3.9	<u>COMMIT DATE</u>	<u>POSITION (57:64) CHAR</u>
CV-4.25.3.10	<u>PRI PROV</u>	<u>POSITION (65:73) CHAR,</u>
CV-4.25.3.11	<u>SEC PROV</u>	<u>POSITION (74:82) CHAR,</u>
CV-4.25.3.12	<u>PLACEMENT DATE</u>	<u>POSITION (83:90) CHAR</u>
CV-4.25.3.13	<u>PLACEMENT END DATE</u>	<u>POSITION (91:98) CHAR</u>
CV-4.25.3.14	<u>LIV ARR</u>	<u>POSITION (99:100) CHAR,</u>
CV-4.25.3.15	<u>FUNDING SOURCE</u>	<u>POSITION (101:102) CHAR,</u>
CV-4.25.3.16	<u>COMMIT COUNTY</u>	<u>POSITION (103:104) CHAR,</u>
CV-4.25.3.17	<u>COMMIT OFF</u>	<u>POSITION (105:107) CHAR,</u>
CV-4.25.3.18	<u>ARREST DATE</u>	<u>POSITION (108:115) CHAR</u>

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CV-4.25.4 MPS data for payments which is located on Pebbles (a.k.a. FIAPAS1) in the directory /u01/swss/conversion/payout.dat

CV-4.25.4.1 CASE NO POSITION (1:9) CHAR.

CV-4.25.4.2 RECIPIENT ID POSITION (10:17) CHAR.

CV-4.25.4.3 SERVICE CODE POSITION (18:21) CHAR.

CV-4.25.4.4 DAY RATE POSITION (22:30) CHAR.

CV-4.25.4.5 BEGIN DATE POSITION (31:38) CHAR.

CV-4.25.4.6 DOC LEVEL POSITION (39:42) CHAR.

CV-4.25.4.7 NO KIDS POSITION (43) CHAR.

CV-4.25.4.8 MAIL CODE POSITION (44) CHAR.

CV-4.25.4.9 ADMIN ONLY POSITION (45) CHAR.

CV-4.25.4.10 END DATE POSITION (46:53) CHAR.

CV-4.25.4.11 PROVIDER ID POSITION (54:60) CHAR

CV-4.25.4.12 DOC RATE POSITION (61:66) CHAR

CV-4.25.4.13 FND SRC CODE POSITION (67) CHAR

CV-5 **OUTPUT REQUIREMENTS**

CV-6 **MISCELLANEOUS REQUIREMENTS**

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5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

There is no output document as a result of the conversion module.

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6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies?

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7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

| [7.1](#) SCREEN (Section or Module level. Offers an entry point to the big help file.)

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| [7.2](#) CONTEXT-SENSITIVE (“F1”, aka “detail”)

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| [7.3](#) STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)

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THERE ARE NO HELP MESSAGES ASSOCIATED WITH THE CONVERSION MODULE.

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8 MODULE DEPENDENCIES

What data must be entered in other modules before this module can be used?

The conversion of CIS and CSMIS data will take place before any data can be entered in other modules. This eliminates the need for some data entry and pre-fills throughout the application.

What changes in data within other modules effect this module?

None. As the worker puts data into SWSS they should verify the converted data for accuracy and make any necessary changes, being sure to print a 133a and / or 5S and submitting it for ASSIST and / or CIS entry as needed.

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9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

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10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

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Deleted: <#>SOURCE MATERIAL¶
The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.¶
¶
<#>Original Requirement¶
¶
CHILDREN'S SWSS¶
REQUIREMENTS FORM¶
¶
Assigned Policy Analyst: ... [63]

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11 Source material

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	<u>Wilson</u>
Date Received By BuS:	
Requirement # (from BuS):	

TOPIC: Statewide Foster Care, Adoption, and Delinquency Data Conversion
Revised 8/97

1. BUSINESS PROCESS.

Statewide conversion for foster care, adoption and delinquency will require data converted from CIS, CSMIS and the SWSS transfer module. Conversion must take place as close as possible to the county implementation of the Foster Care SWSS Module. Conversion of adoption and delinquency data will have to be completed as close as possible to county implementation.

2. SWSS INTEGRATION This section has been reworded for clarification during the 8/97 revision.

Conversion could be made from CSMIS only, if CSMIS is updated by CIS at the same time the county is converted to SWSS. It would take a coordinated update and conversion program. The following is written with the assumption that CSMIS is not updated at the same time as SWSS conversion. The data elements needed from conversion and the fields they populate remain the same.

1. The first stage of conversion will be from CIS which includes the currently active cases from program 2 (foster care and adoption) and program 4 (delinquency). The complete list of data elements is attached including which screens in SWSS they populate. This is the most current data to be converted and will take precedence over CSMIS and transfer data.

Adoption will require conversion of Adoption Type and Adoption Suffix in addition to those listed for foster care. Adoption will also require conversion of the most recent closed foster care case, which includes the close code of 3 = Placed for Adoption. There is a link in CIS between the closed foster care case and the open adoption case. This link will need to be determined at the time of adoption conversion.

Delinquency will require conversion of the same data elements as Foster Care. For those with a Target Group / Legal Status (TG) of 46 and 52 the Commitment County, Arrest Date and Commitment Offense Code will need to be converted. The Commitment Date and Target Group / Legal Status (TG) for dual wards (TG 52) will require 2 entries. For cases with a prior close code of 17= closed to neglect and open to delinquency, and / or TG 52, the conversion of all available CSMIS history will be necessary, including that associated with the closed foster care case.

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<#>Memos¶

Memos which have reference to conversion are contained within the module to which they primarily apply: They are:¶
11/6/98 Companionating
Converted Cases in SWSS¶
2/2/99 Medicaid Module –
changes to conversion¶

¶

¶

... [64]

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2. The second stage of conversion includes the CSMIS history data. We will convert history data on the currently active caseload from the current open date. Included will be the following data elements: Provider ID Number, Placement Begin Date, Target Group/ Legal Status, Acceptance Date(s), Commitment Date, Living Arrangement, Funding Source. The Acceptance Dates, where there are more than one, can be identified as follows: the earliest Acceptance Date, in the current open case, goes on the Child Data Screen in SWSS. Youths who are TG 41, 44 and 46 will have one field in the Legal Section for their second Acceptance Date. Youths who are TG 52 will have two fields in the Legal Section for their second and third Acceptance Date.

A Placement End date will be entered as the next begin date minus one day. End date is not carried on CSMIS.

For example:

All CSMIS information regarding placements will need to be listed in the placement history box. The worker will have the opportunity to click on a placement in the history box to view the placement screen, but for all of those entered prior to SWSS statewide implementation, there will only be Provider number, living arrangement, funding source, begin and end dates. Any other information, including the name of the foster home, will need to be entered by the worker if they want a complete screen. Benefit: workers will have a history list for the child. Downside: workers will have very incomplete information on the placement history screens and history may or may not be accurate.

3. The third stage of conversion is converting SWSS Transfer to Foster Care Data. The worker will need to be able to access a list of all the cases in their county that have been transferred from PS to FC which have data stored. They would then select the appropriate case and view a case summary of specific 5 Day Packet information. When they have identified the correct case the worker will have the option to include the data in the transfer case record. To do this they will select "Transfer (or Convert) Data" and the data will populate the appropriate screens (data elements and mapping information are attached). This would essentially include data from the 5 Day Packet which is not included in CIS or CSMIS. Transfer data will not overwrite CIS or CSMIS data as CIS will be the most current of the converted data.

Giving the foster care worker the option of transferring the data available is considered better than automatically filling in the transfer data during conversion. The reason for this include that the case may have been in transfer for over two years prior to FC SWSS implementation and the information known now is more accurate. It also eliminates the chances of transferring cases which mistakenly appear more than once on the transfer list. Another factor in this decision was that there was no unique identifier on the PS case that linked it to the FC case as the log number and case number change when transferred.

The display of the transfer list should contain the following elements:

CFC Case name	DOB	Recipient ID *
---------------	-----	----------------

* Recipient ID will not be available on some cases as it was only very recently made a required field in the PS to FC Transfer.

3. DATA ELEMENTS. Lists of the conversion elements and where they are found on CIS records, CSMIS records or in the Transfer to Foster Care, are attached, including what fields in SWSS they are to populate.

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4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

There are no known edits for conversion. Since the data is coming from CIS and CSMIS the edits associated should have already been cleared prior to entry.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

The are no outputs from conversion.

6. TRAINING ISSUES. Workers will need to be trained about the conversion of the Transfer to Foster Care data. They will be able to view the data stored in the transfer module and choose to convert that data or not, depending on how current and accurate the information is.

7. TESTING ISSUES. Testing to be sure the correct data from CIS and CSMIS is being converted to the correct elements will need to be done prior to state wide conversion. Testing of the Transfer to Foster Care data will also require thorough testing.

8. POLICY ISSUES. There are no known policy issues related to conversion.

9. DEPENDENCIES. Successful state-wide implementation will depend on successful conversion.

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10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

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CONVERSION OF CIS DATA

	CONVERSION OF FOSTER CARE CASES	CURRENT ACTIVE CASELOAD ON CIS FOR C40-PROG-CDS 2 AND 4	CLARIFICATIONS
LABELLED AS	SWSS SCREEN AND ELEMENT NAME	Name on CIS as per C00 (CB) ROO (RB) and C40	SWSS will pull from programs 2 for foster care and adoption, 4 for delinquency
			ITALICIZED ITEMS HAVE BEEN ADDED DURING THE 8/97 REVISION
	MEMBER INFORMATION		
CB 1	case number	CB-CSENO	
		CB-PREF	
		CB-NUMB	
		CB-SUF	
CB 2	assigned worker	CB-SVC-WKR-LD	
		CB-SVC-DIST	
		CB-SVC-UNIT	
		CB-SVC-WKR	
C40 1	secondary worker	C40-SVWKRSEC	
RB 1	last name	RB-NAME	
RB 1	first name	"	distinguish first from last by spacing in name
RB 1	middle initial	"	
	CHILD DATA		
CB 3	resident county	CB-CO	
CB 4	resident district	CB-SVC-WKR-DIST	
C40 11	acceptance date	C40-ACC-DT	the earliest acceptance date in the current open case
C40 2	referral source	C40-REF-SCR	
C40 3	open date	C40-SVOPDT	
CB 5	eligibility	CB-SVC-ELIG	
C40 4	goal	C40-GOAL	
C40 5	goal status	C40-GOAL-STAT	
C40 6	FC event	C40-FCE-CODE	
C40 7	handicap (6 choices)	C40-HDCP	
	child's disability?	C40-HDCP = 9	9 means no disability
	mental retardation	C40-HDCP = 3	
	visually or hearing impaired	C40-HDCP = 2 AND 8	
	physically disabled	C40-HDCP = 4 AND 5	
	emotionally impaired, DSMIII	C40-HDCP = 1	close but not exact match for AFCARS definition
	other medically diagnosed	no category in C40	
	no AFCAR category	C40-HDCP = 6	learning disabilities
	no AFCAR category	C40-HDCP = 7	speech and language impaired
RB 2	date of birth	RB-DOB	
RB 3	sex	RB-SEX	
RB 4	SSN	RB-SSN	

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² Original requirements included a request for Handicap code to convert into Child Data, however it was later determined that they convert into Special Education Codes.

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CONVERSION OF CIS DATA

RB 5	race	RB-RACE	Lee Hunsberger understands how ASSIST and CIS race codes are to be converted
RB 6	client ID (RID)	RB-RID	
legal information			
C40 8	court indicator code	C40-COURT IND	
CB 6	target group / legal status	CB-SVC-TG	
C40 9	county of commitment	C40-COM-CO	
C40 10	commitment date	C40-COM-DT	refers to MCI commitment
C40 11	acceptance date	C40-ACC-DT	TG 44 has both a case Acceptance Date and a MCI Acceptance Date on CIS, the more recent date goes here
Placement Record			
CB 10	address	CB-CSADD	
	includes:	CB-SUPPADD	
		CB-NO-ST	
		CB-CITY	
		CB-STATE	
		CB-Zip	
C40 12	placement date	C40-PLC-DT	
C40 13	living arrangement	C40-SVC-LA	
C40 14	funding source	C40-FND-SRC	
C40 15	provider ID	C40-SCV-ID	
C40 16	second provider ID, for child placing agencies	C40-RESID-PROVIDER	
C40 17	Code to indicate FIA or Placing Agency is supervising the placement	C40-SUPERVISE-IND	
Medicaid Data			
CB 7	Medicaid Redeterm Date	CB-MRDT	
CB 8	Third Party Code	CB-ACCT-RTYPE	
CB 9	Medicaid Open Date	CB-PAOPENDT	
Caseload Management			
C40 18	(funding) redetermination date	C40-SVREDT	
C40 19	quarterly report due date	C40-QUT-RVDT	
ADOPTION			
PLACEMENT SCREEN			
C40 20	adoption type / family structure	C40-ADPT-TYP	
C40 21	adoption suffix	C40-ADPT-SUF	adoption suffix is divided into box 1 and 2, box 1 refers to placement, box 2 refers to subsidy. Can a single 2 digit suffix be split between these two screens?
C40 22	foster care close code	C40-SCVCLCD	CODE 3 = PLACED FOR ADOPTION from the associated foster care case
DELINQUENCY			

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CONVERSION OF CIS DATA

YOUTH DATA (in addition to those listed as Child Data)			
C40 27	productivity status	C40-PROD-STAT	
LEGAL SCREEN			
C40 23	arrest date	C40-ARR-DT	
C40 24	offense code	C40-COM-OFF	
C40 9	commitment county	C40-COM-CO	
C40 10	commitment date	C40-COM-DT	refers to both MCI commitment date and Delinquency commitment date, 2 entries required for dual wards (TG 52)
C40 11	acceptance date	C40-ACC-DT	refers to both MCI acceptance date and Delinquency acceptance date, 2 entries required for dual wards (TG 52)
SDM SCREEN <i>previously shown as populating the Placement Screen and Service Screen</i>			
C40 25	security level	C40-SECURITY	
C40 26	override	C40-OVERRIDE	
C40 28	need score	C40-NEED-SCORE	

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<u>CONVERSION OF FOSTER CARE CASES</u>	<u>what it is called on CSMIS</u>	<u>CONVERSION WILL GO BACK TO THE CURRENT OPEN DATE</u>
--	---------------------------------------	---

HISTORY FOR CURRENT ACTIVE
CASELOAD ON CIS

indicates which service program is open, SWSS will
pull from programs 2 for foster care and adoption,
program 4 for delinquency

CHANGES MADE DURING 8/97 REVISION DELETED
ELEMENTS AND ADDED CLARIFICATION WHERE
NEEDED, NO ELEMENTS WERE ADDED

LEGAL HISTORY

1. TARGET GROUP/
LEGAL STATUS

TARGET GROUP

2. ACCEPTANCE
DATE

ACCEPTANCE DATE

convert from the earliest acceptance date, there may be a
total of 2 or 3 dates

3. COMMITMENT
DATE

COMMIT-DATE

TG/LS 52 (dual wards) will have 2 commitment dates

PLACEMENT HISTORY

4. PROVIDER #

PROVIDER-NO

5. BEGIN DATE

PLACEMENT DATE

END DATE

not on CSMIS

the end date will be the next begin date minus one day

6. LIVING
ARRANGEMENT

LIVING
ARRANGEMENT

7. FUNDING
SOURCE

FUNDING SOURCE

DELINQUENT CASES

8. COMMITMENT
COUNTY

COMMIT-COUNTY

9. COMMITMENT
OFFENSE CODE

COMMIT-OFF

10. ARREST DATE

ARREST-DATE

for collection of history of arrest date, when more than one
has been entered.

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RECORD DESCRIPTION		DATE:	07/02/96		
SHEET		PAGE:	2		
SYSTEM TITLE:		PART:			
PHASE:		SECTION:			
FILE NAME: C40		FILE NUMBER:			
RECORD NAME: C40 Case Service Record		RECORD LENGTH:			
BLOCK LENGTH:	FILE FORMAT:				
REMARKS:					
DE #	DATA ELEMENT NAME	PICTURE	USAGE	COLUMNS FROM TO	
	C40-QUT-RVDT-MM	9(2)		46	47
7	C40-METH-IND	X(1)		48	48
4. 8	C40-GOAL	9(2)		49	50
5. 9	C40-GOAL-STAT	9(1)		51	51
10	C40-PRG-CDS	X(9)		52	60
11	C40-ADDITIONAL-PRG-CDS	X(11)		61	71
12	C40-ASR-COUNT	9(2)		72	73
13	C40-ADLT-CHLD	9(1)		74	74
14	FILLER	X(6)		75	80
15	C40-NOSVWKR	9(1)		81	81
1. 16	C40-SVWKRSEC OCCURS 4 TIMES			82	117
16	C40-SVC-CO	9(2)			
17	C40-SVC-LOAD				
	C40-SVC-DIST	9(2)			
	C40-SVC-UNIT	9(2)			
	C40-SVC-WORK	9(2)			
18	C40-SVC-STAT	9(1)			
28	FILLER	X(8)		118	122
29	C40-CSMIS-IND	9(1)		126	126
	C40-CSMIS-DATA OCCURS 0 TO 1 TIMES				
13. 30	C40-SVC-LA	9(2)		127	128
15. 31	C40-SVC-ID (Provider ID)	X(9)		129	137
16. 32	C40-RESID-PROVIDER	X(9)		138	146

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RECORD DESCRIPTION		DATE:	07/02/96	
SHEET		PAGE:	3	
SYSTEM TITLE:		PART:		
PHASE:		SECTION:		
FILE NAME: C40		FILE NUMBER:		
RECORD NAME: C40 Case Service Record		RECORD LENGTH:		
BLOCK LENGTH:	FILE FORMAT:			
REMARKS:				
DE #	DATA ELEMENT NAME	PICTURE	USAGE	COLUMNS FROM TO
17 33	C40-SUPERVISE-IND	X(1)		147 147
12 34	C40-PLC-DT (YYYYMMDD)	9(8)		148 155
9 35	C40-COM-CO	9(2)		156 157
10 36	C40-COM-DT (YYYYMMDD)	9(8)		158 165
24 37	C40-COM-OFF	9(3)		166 168
8 38	C40-COURT-IND	X(1)		169 169
25 39	C40-SECURITY	9(2)		170 171
26 40	C40-OVERRIDE	X(1)		172 172
28 41	C40-NEED-SCORE	9(2)		173 174
2 42	C40-REF-SCR	9(1)		175 175
11 43	C40-ACC-DT (YYYYMMDD)	9(8)		176 183
27 44	C40-PROD-STAT	9(1)		184 184
14 45	C40-FND-SRC	9(1)		185 185
7 46	C40-HDCP	9(1)		186 186
20 47	C40-ADPT-TYP	9(1)		187 187
21 48	C40-ADPT-SUFX	9(2)		188 189
6 49	C40-FCE-CODE	9(1)		190 190
23 50	C40-ARR-DT (YYYYMMDD)	9(8)		191 198
22 51	C40-SVCLCD	9(2)		199 200

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1970 01 PROGRAM-10...	SOURCE LISTING	REF	COMPILER	COMMENTS
1839	01 900-RECORD	00839		
1840	01 900-RECORD	00840		
1841	01 900-RECORD	00841		
1842	01 900-RECORD	00842		
1843	01 900-RECORD	00843		
1844	01 900-RECORD	00844		
1845	01 900-RECORD	00845		
1846	01 900-RECORD	00846		
1847	01 900-RECORD	00847		
1848	01 900-RECORD	00848		
1849	01 900-RECORD	00849		
1850	01 900-RECORD	00850		
1851	01 900-RECORD	00851		
1852	01 900-RECORD	00852		
1853	01 900-RECORD	00853		
1854	01 900-RECORD	00854		
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1857	01 900-RECORD	00857		
1858	01 900-RECORD	00858		
1859	01 900-RECORD	00859		
1860	01 900-RECORD	00860		
1861	01 900-RECORD	00861		
1862	01 900-RECORD	00862		
1863	01 900-RECORD	00863		
1864	01 900-RECORD	00864		
1865	01 900-RECORD	00865		
1866	01 900-RECORD	00866		
1867	01 900-RECORD	00867		
1868	01 900-RECORD	00868		
1869	01 900-RECORD	00869		
1870	01 900-RECORD	00870		
1871	01 900-RECORD	00871		
1872	01 900-RECORD	00872		
1873	01 900-RECORD	00873		
1874	01 900-RECORD	00874		
1875	01 900-RECORD	00875		
1876	01 900-RECORD	00876		
1877	01 900-RECORD	00877		
1878	01 900-RECORD	00878		
1879	01 900-RECORD	00879		
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1882	01 900-RECORD	00882		
1883	01 900-RECORD	00883		
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1886	01 900-RECORD	00886		
1887	01 900-RECORD	00887		
1888	01 900-RECORD	00888		
1889	01 900-RECORD	00889		
1890	01 900-RECORD	00890		
1891	01 900-RECORD	00891		
1892	01 900-RECORD	00892		
1893	01 900-RECORD	00893		

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300L J1	SOURCE LISTING	REF LINE #	COMPILED COMMENTS	
3894	05 RB-SCRTABLED	00894	STARTS IN CHARACTER POSITION	76
3895	05 RB-FS-VETERAN	00895	STARTS IN CHARACTER POSITION	78
3896	05 RB-FS-VETERAN	00896	STARTS IN CHARACTER POSITION	80
3897	05 RB-FS-VETERAN	00897	STARTS IN CHARACTER POSITION	81
3898	05 RB-FS-VETERAN	00898	STARTS IN CHARACTER POSITION	83
3899	05 RB-FS-VETERAN	00899	STARTS IN CHARACTER POSITION	85
3900	10 RB-EMPCD-CHG-DT	00900	STARTS IN CHARACTER POSITION	87
3901	05 RB-EMPCD-CHG-IND	00901	STARTS IN CHARACTER POSITION	89
3902	05 RB-TRANSD-CHG-IND	00902	STARTS IN CHARACTER POSITION	91
3903	10 RB-TRANSD-CHG-IND	00903	STARTS IN CHARACTER POSITION	93
3904	10 RB-TRANSD-CHG-IND	00904	STARTS IN CHARACTER POSITION	95
3905	10 RB-TRANSD-CHG-IND	00905	STARTS IN CHARACTER POSITION	97
3906	10 RB-TRANSD-CHG-IND	00906	STARTS IN CHARACTER POSITION	99
3907	10 RB-TRANSD-CHG-IND	00907	STARTS IN CHARACTER POSITION	101
3908	10 RB-TRANSD-CHG-IND	00908	STARTS IN CHARACTER POSITION	103
3909	10 RB-TRANSD-CHG-IND	00909	STARTS IN CHARACTER POSITION	105
3910	10 RB-TRANSD-CHG-IND	00910	STARTS IN CHARACTER POSITION	107
3911	10 RB-TRANSD-CHG-IND	00911	STARTS IN CHARACTER POSITION	109
3912	10 RB-TRANSD-CHG-IND	00912	STARTS IN CHARACTER POSITION	111
3913	10 RB-TRANSD-CHG-IND	00913	STARTS IN CHARACTER POSITION	113
3914	10 RB-TRANSD-CHG-IND	00914	STARTS IN CHARACTER POSITION	115
3915	10 RB-TRANSD-CHG-IND	00915	STARTS IN CHARACTER POSITION	117
3916	10 RB-TRANSD-CHG-IND	00916	STARTS IN CHARACTER POSITION	119
3917	10 RB-TRANSD-CHG-IND	00917	STARTS IN CHARACTER POSITION	121
3918	10 RB-TRANSD-CHG-IND	00918	STARTS IN CHARACTER POSITION	123
3919	10 RB-TRANSD-CHG-IND	00919	STARTS IN CHARACTER POSITION	125
3920	10 RB-TRANSD-CHG-IND	00920	STARTS IN CHARACTER POSITION	127
3921	10 RB-TRANSD-CHG-IND	00921	STARTS IN CHARACTER POSITION	129
3922	10 RB-TRANSD-CHG-IND	00922	STARTS IN CHARACTER POSITION	131
3923	10 RB-TRANSD-CHG-IND	00923	STARTS IN CHARACTER POSITION	133
3924	10 RB-TRANSD-CHG-IND	00924	STARTS IN CHARACTER POSITION	135
3925	10 RB-TRANSD-CHG-IND	00925	STARTS IN CHARACTER POSITION	137
3926	10 RB-TRANSD-CHG-IND	00926	STARTS IN CHARACTER POSITION	139
3927	10 RB-TRANSD-CHG-IND	00927	STARTS IN CHARACTER POSITION	141
3928	10 RB-TRANSD-CHG-IND	00928	STARTS IN CHARACTER POSITION	143
3929	10 RB-TRANSD-CHG-IND	00929	STARTS IN CHARACTER POSITION	145
3930	10 RB-TRANSD-CHG-IND	00930	STARTS IN CHARACTER POSITION	147
3931	10 RB-TRANSD-CHG-IND	00931	STARTS IN CHARACTER POSITION	149
3932	10 RB-TRANSD-CHG-IND	00932	STARTS IN CHARACTER POSITION	151
3933	10 RB-TRANSD-CHG-IND	00933	STARTS IN CHARACTER POSITION	153
3934	10 RB-TRANSD-CHG-IND	00934	STARTS IN CHARACTER POSITION	155
3935	10 RB-TRANSD-CHG-IND	00935	STARTS IN CHARACTER POSITION	157
3936	10 RB-TRANSD-CHG-IND	00936	STARTS IN CHARACTER POSITION	159
3937	10 RB-TRANSD-CHG-IND	00937	STARTS IN CHARACTER POSITION	161
3938	10 RB-TRANSD-CHG-IND	00938	STARTS IN CHARACTER POSITION	163
3939	10 RB-TRANSD-CHG-IND	00939	STARTS IN CHARACTER POSITION	165
3940	10 RB-TRANSD-CHG-IND	00940	STARTS IN CHARACTER POSITION	167
3941	10 RB-TRANSD-CHG-IND	00941	STARTS IN CHARACTER POSITION	169
3942	10 RB-TRANSD-CHG-IND	00942	STARTS IN CHARACTER POSITION	171
3943	10 RB-TRANSD-CHG-IND	00943	STARTS IN CHARACTER POSITION	173
3944	10 RB-TRANSD-CHG-IND	00944	STARTS IN CHARACTER POSITION	175
3945	10 RB-TRANSD-CHG-IND	00945	STARTS IN CHARACTER POSITION	177
3946	10 RB-TRANSD-CHG-IND	00946	STARTS IN CHARACTER POSITION	179
3947	10 RB-TRANSD-CHG-IND	00947	STARTS IN CHARACTER POSITION	181
3948	10 RB-TRANSD-CHG-IND	00948	STARTS IN CHARACTER POSITION	183

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PROGRAM-ID :	RECORDS COMPILED	95-02-08 12.97HIS	6000 COBOL	SUB-E 8C02.5	PAGE	00026
797U 01	SNUMB 9597U (PP)	02/09/95				
S O U R C E L I S T I N G						
1349	10 RB-CSHS-IND	PIC 9	00949	REF		
1350	10 RB-ELUSSTAT	PIC 9	00950	LINE #	C O M P I L E R C O M M E N T S	1354
1351	10 RB-SI-FACT-CC	00991	00991	STARTS	IN CHARACTER POSITION	1355
1352	15 RB-SI-FACT-DATE	00992	00992	STARTS	IN CHARACTER POSITION	1356
1353	20 RB-SI-FACT-YY	00993	00993	STARTS	IN CHARACTER POSITION	1357
1354	20 RB-SI-FACT-TH	00994	00994	STARTS	IN CHARACTER POSITION	1358
1355	20 RB-SI-FACT-DD	00995	00995	STARTS	IN CHARACTER POSITION	1359
1356	10 RB-REG-RENO	00996	00996	STARTS	IN CHARACTER POSITION	1360
1357	10 RB-REG-RENO	00997	00997	STARTS	IN CHARACTER POSITION	1361
1358	10 RB-GR-RECRD	00998	00998	STARTS	IN CHARACTER POSITION	1362
1359	10 RB-GR-RECRD	00999	00999	STARTS	IN CHARACTER POSITION	1363
1360	10 RB-R-CHD-SUPP	00990	00990	STARTS	IN CHARACTER POSITION	1364
1361	10 RB-EL-CODE	00991	00991	STARTS	IN CHARACTER POSITION	1365
1362	10 RB-EL-CODE	00992	00992	STARTS	IN CHARACTER POSITION	1366
1363	10 FILLER	PIC X(2)	00993	STARTS	IN CHARACTER POSITION	1367
1364	10 FILLER	PIC X(2)	00994	STARTS	IN CHARACTER POSITION	1368
*****END COPY OF CUSTORD VERSION 04 CATALOGED ON 11-30-92						

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IBOL	PROGRAM-10.1	RECODES	COMPILERS	95-02-08	12.97HIS	6000	COROL	SUB-E	80C02.5	PAGE	00011	REF	LINE	COMPI	LER	COMMENTS
1340	05	CB-GA-PRG	PIC X.	00340	STARTS	IN	CHARACTER	POSITION	49							
1341	05	CB-NEARIN	PIC X.	00341	STARTS	IN	CHARACTER	POSITION	50							
1342	05	CB-PAC101	PIC 99.	00342	STARTS	IN	CHARACTER	POSITION	51							
1343	05	CB-PAC101	PIC 99.	00343	STARTS	IN	CHARACTER	POSITION	52							
1344	05	CB-PAC101	PIC 99.	00344	STARTS	IN	CHARACTER	POSITION	53							
1345	05	CB-PAC101	PIC 99.	00345	STARTS	IN	CHARACTER	POSITION	54							
1346	05	CB-REG-FEND	PIC X.	00346	STARTS	IN	CHARACTER	POSITION	55							
1347	05	CB-REG-FEND	PIC X.	00347	STARTS	IN	CHARACTER	POSITION	56							
1348	05	CB-REG-FEND	PIC X.	00348	STARTS	IN	CHARACTER	POSITION	57							
1349	05	CB-REG-FEND	PIC X.	00349	STARTS	IN	CHARACTER	POSITION	58							
1350	05	CB-REG-FEND	PIC X.	00350	STARTS	IN	CHARACTER	POSITION	59							
1351	05	CB-REG-FEND	PIC X.	00351	STARTS	IN	CHARACTER	POSITION	60							
1352	05	CB-REG-FEND	PIC X.	00352	STARTS	IN	CHARACTER	POSITION	61							
1353	05	CB-REG-FEND	PIC X.	00353	STARTS	IN	CHARACTER	POSITION	62							
1354	05	CB-REG-FEND	PIC X.	00354	STARTS	IN	CHARACTER	POSITION	63							
1355	05	CB-REG-FEND	PIC X.	00355	STARTS	IN	CHARACTER	POSITION	64							
1356	05	CB-REG-FEND	PIC X.	00356	STARTS	IN	CHARACTER	POSITION	65							
1357	05	CB-REG-FEND	PIC X.	00357	STARTS	IN	CHARACTER	POSITION	66							
1358	05	CB-REG-FEND	PIC X.	00358	STARTS	IN	CHARACTER	POSITION	67							
1359	05	CB-REG-FEND	PIC X.	00359	STARTS	IN	CHARACTER	POSITION	68							
1360	05	CB-REG-FEND	PIC X.	00360	STARTS	IN	CHARACTER	POSITION	69							
1361	05	CB-REG-FEND	PIC X.	00361	STARTS	IN	CHARACTER	POSITION	70							
1362	05	CB-REG-FEND	PIC X.	00362	STARTS	IN	CHARACTER	POSITION	71							
1363	05	CB-REG-FEND	PIC X.	00363	STARTS	IN	CHARACTER	POSITION	72							
1364	05	CB-REG-FEND	PIC X.	00364	STARTS	IN	CHARACTER	POSITION	73							
1365	05	CB-REG-FEND	PIC X.	00365	STARTS	IN	CHARACTER	POSITION	74							
1366	05	CB-REG-FEND	PIC X.	00366	STARTS	IN	CHARACTER	POSITION	75							
1367	05	CB-REG-FEND	PIC X.	00367	STARTS	IN	CHARACTER	POSITION	76							
1368	05	CB-REG-FEND	PIC X.	00368	STARTS	IN	CHARACTER	POSITION	77							
1369	05	CB-REG-FEND	PIC X.	00369	STARTS	IN	CHARACTER	POSITION	78							
1370	05	CB-REG-FEND	PIC X.	00370	STARTS	IN	CHARACTER	POSITION	79							
1371	05	CB-REG-FEND	PIC X.	00371	STARTS	IN	CHARACTER	POSITION	80							
1372	05	CB-REG-FEND	PIC X.	00372	STARTS	IN	CHARACTER	POSITION	81							
1373	05	CB-REG-FEND	PIC X.	00373	STARTS	IN	CHARACTER	POSITION	82							
1374	05	CB-REG-FEND	PIC X.	00374	STARTS	IN	CHARACTER	POSITION	83							
1375	05	CB-REG-FEND	PIC X.	00375	STARTS	IN	CHARACTER	POSITION	84							
1376	05	CB-REG-FEND	PIC X.	00376	STARTS	IN	CHARACTER	POSITION	85							
1377	05	CB-REG-FEND	PIC X.	00377	STARTS	IN	CHARACTER	POSITION	86							
1378	05	CB-REG-FEND	PIC X.	00378	STARTS	IN	CHARACTER	POSITION	87							
1379	05	CB-REG-FEND	PIC X.	00379	STARTS	IN	CHARACTER	POSITION	88							
1380	05	CB-REG-FEND	PIC X.	00380	STARTS	IN	CHARACTER	POSITION	89							
1381	05	CB-REG-FEND	PIC X.	00381	STARTS	IN	CHARACTER	POSITION	90							
1382	05	CB-REG-FEND	PIC X.	00382	STARTS	IN	CHARACTER	POSITION	91							
1383	05	CB-REG-FEND	PIC X.	00383	STARTS	IN	CHARACTER	POSITION	92							
1384	05	CB-REG-FEND	PIC X.	00384	STARTS	IN	CHARACTER	POSITION	93							
1385	05	CB-REG-FEND	PIC X.	00385	STARTS	IN	CHARACTER	POSITION	94							
1386	05	CB-REG-FEND	PIC X.	00386	STARTS	IN	CHARACTER	POSITION	95							
1387	05	CB-REG-FEND	PIC X.	00387	STARTS	IN	CHARACTER	POSITION	96							
1388	05	CB-REG-FEND	PIC X.	00388	STARTS	IN	CHARACTER	POSITION	97							
1389	05	CB-REG-FEND	PIC X.	00389	STARTS	IN	CHARACTER	POSITION	98							
1390	05	CB-REG-FEND	PIC X.	00390	STARTS	IN	CHARACTER	POSITION	99							
1391	05	CB-REG-FEND	PIC X.	00391	STARTS	IN	CHARACTER	POSITION	100							
1392	05	CB-REG-FEND	PIC X.	00392	STARTS	IN	CHARACTER	POSITION	101							
1393	05	CB-REG-FEND	PIC X.	00393	STARTS	IN	CHARACTER	POSITION	102							

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3970 C1 - PROGRAM-10.1	RECORDS COMPILED 96-02-08 12.97HIS	6000 COBOL	SUB-E 0C02.5	PAGE 00012
0001	SOURCE LISTING	REF LINE	COMPILER COMMENTS	
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REF	COMPILER	CONTAINS	120 CHARACTERS	20 WORDS
00972	00973	00974	00975	00976
00977	00978	00979	00980	00981
00982	00983	00984	00985	00986
00987	00988	00989	00990	00991
00992	00993	00994	00995	00996
00997	00998	00999	01000	01001
01002	01003	01004	01005	01006
01007	01008	01009	01010	01011
01012	01013	01014	01015	01016
01017	01018	01019	01020	01021
01022	01023	01024	01025	

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CHILDREN'S SWSS REQUIREMENTS FORM

<u>Assigned Project Analyst:</u>	<u>Pat Wilson</u>
<u>Date Received By BuIS:</u>	
<u>Requirement # (from BuIS):</u>	

**TOPIC: Statewide Foster Care, Adoption, and Delinquency Data
Conversion AMENDMENT**

8/12/1998

**This requirement has been amended to indicate the data elements which
will be supplied by CWFIS / Model Payments at the time of SWSS
conversion.**

**To insure that the current payment authorization is being converted
correctly the following data elements are required.**

Service Code 4 digit numeric
Total Daily Rate 6 digit numeric

These 4 data elements will populate fields on Payment Screen of SWSS.

Authorization Begin Date 8 digit numeric
required

DOC Level or Medically Fragile Level 1 digit alpha
conditional – default 0

Number of Ward's Dependent Children 1 digit numeric
conditional – default 0

Independent Living Mail to Code 1 digit numeric
conditional – default 1

The following data element is carried on the Placement Screen

Administrative Rate Only Indicator 1 digit alpha
conditional – default N

Authorization End Date – This is the same as the Funding Source
Redetermination date carried on CIS C40 record as SVREDT. **Conversion**
of this date should not be necessary from CWFIS but should populate
the payment screen as the Authorization End Date from the CIS
conversion.

SIGNATURES

	<u>Signature</u>	<u>Date</u>
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SWSS Project Analyst:		
SWSS Project Supervisor:		
CWFIS Project Supervisor:		
BuIS Analyst:		

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11.2 Memos and E-mail

10.1.1 Addendum 1

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STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: December 9, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Conversion Module Documentation - Addendum 1

Based on further discussions with SWSS and MPS development staff, it was determined that the October 12, 1999 memo regarding this module requires revision:

1. Add a new requirement CV-4.6.1: All MPS payment authorizations for the current provider/child combination must be converted.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki
Beth Dean

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10.1.2 Memo Oct 12, 1999

To: Sue London, Director
SWSS Project

Date: October 12, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Conversion Module Documentation

We have carefully reviewed the User Requirements document on the Conversion Module and have the following clarifications:

Changes to October 5 (ao), 1999 Document (printed October 1, 1999):

1. Page 1, Purpose, fifth line: Change the word 'opening' to "**activation**".
2. Page 3, System Flow, first line of second paragraph: Change to read "~~....an~~ other existing electronic systems ..."
3. Page 4, CV-4.7: Change the word 'entered' to "**calculated**".
4. Page 5, CV-4.17: We do not understand this requirement. The converted adoption case has its own open date. Why are we using the closed foster care case's open date?

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

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10.1.3 Email 9/21/99

<LondonS2@state.mi.us>, <PRESOCKIN@state.mi.us>, THELENT@state.mi.us
"Mary Ann Jensen" JENSENM2@state.mi.us dated: 9/21/99
Conversion of MPS/CWFIS codes time: 4:39 pm

Jim and Bob have convinced me that we do not need to convert DOC Level, Number of
Ward's Dependent Children and Independent Living Mail to Code from MPS to the
SWSS Payment Module.

Users will be able to input the correct information when generating the first FIA-626 on
a converted case. After that SWSS will maintain a history of payment authorization
requests.

As the Conversion Requirements Document is reviewed, this revision will be made.

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September 24, 1999

From: Mary Ann Jensen
To: FisherD
Date: 7/1/99 12:54pm
Subject: Handicap Codes

Dave,

I am reviewing the ACCESS logs which need further evaluation. I noted that you have two entries (2808 and 2897) regarding handicap codes.

The handicap codes recorded on CIS are educational handicap codes. These convert into SWSS in the Education screens not the child info screens. To determine if the codes are converting correctly, you need to go to "Type of Education ", "special education". If the child is not in special education, the handicap code is "9". The 'disability' codes in child information are not shared with CIS/CSMIS.

According to log #2808, you were looking at the child info screens rather than the education screens. I'm not sure where you entered handicaps for log #2897.

Please let me know if you need further information.

CC: TOMESS, DSS.BUIS.LONDONS2

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From: Carol Kraklan
To: DSS.BUIS.KhandalkarV
Date: 4/14/99 11:08am
Subject: Handicap Code

I have just noticed that the handicap code conversion document that I had given you has an incorrect conversion. The code EMI was incorrectly labeled as Emotionally and Mentally Impaired and the chart states to convert this code to a 5-Multiply Impaired for the SS.

The code EMI actually stands for Educably Mentally Impaired and should be converted to a 3-Mentally Impaired for the SS.

The code is correct in Education.

Sorry about that, I messed up. I hope it is not too much trouble to change.

CC: testing

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10.1.4 Medicaid module - addendum to 2/2/99 memo

FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

From: Mary Ann Jensen, ^{me}SWSS Policy Consultant
Child and Family Services Administration

Subject: Medicaid Module - Addendum to 2/2/99 Memo

Date: February 24, 1999

* These memos address ACCESS Log #'s 244, 389 and 873.

This memo is to add clarification to the February 2, 1999 memo. The numbering corresponds to the previous memo.

1. The question "Is the youth receiving MA on a different case?" should be moved up on the screen to become the first question asked.

If the answer is "yes", the next question is "Should a notice be generated to the FIS worker to remove child from the FIP case?"

If "yes", generate the notice.

If "no", the following message should 'pop' up: **MA cannot be opened on the children's services case, print FIA-133 to withdraw registration.** (ASSIST Code = 224; CIS Code = 304) Once FIA-133 is printed, system should take worker back to the Main Menu or, if in autoflow, to Medical.

Based on MA status and placement (living arrangement) and funding status, one of the following messages should appear:

2. If the placement (i.e., living arrangement) is one of the following:
 - 01 Own Home
 - 03 Legal Guardian
 - 12 Jail
 - 14 Training School
 - 15 FIA Camp
 - 20 AWOL
 - 22 Out of State parent

Message: **Child's placement does not permit MA eligibility on the children's services case.** If MA status is registered or active, one of two options should appear: Print FIA-133 to withdraw MA registration (ASSIST Code = 500; CIS Code = 999), or print FIA-55 to close MA case. Once this process is complete, the system should take worker back to the Main Menu or, if in autoflow, to Medical.

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

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February 2, 1999
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complete, the system should take worker back to the Main Menu or, if in autoflow, to Medical.

3. If placement is one of the following **and** the funding source is "1" (Own Family) or "6" (Self Support), the MA registration is to be withdrawn (ASSIST Code = 500; CIS Code = 999) or the MA case closed if active:

- 02 Relatives
- 23 Out of State Relative

Message should read: **Child's placement and funding source do not permit MA eligibility on the children's services case.** Then worker should be given one of two options: Print FIA-133 to withdraw MA registration, or go to the MA Closing screen to print FIA-5S to close MA case. Once this process is complete, system should take worker back to the Main Menu or, if in autoflow, to Medical.

4. If the placement is outside the state of Michigan (living arrangements 23 - 27) **and** the funding source is "2" (Title IVE), the MA registration is to be withdrawn or the MA case closed if active.

Message should read: **MA eligibility is the responsibility of the other state.** Then worker should be given one of two options: Print FIA-133 to withdraw MA registration (ASSIST Code = 500; CIS Code = 999), or go to the MA Closing screen to print FIA-5S to close MA case. Once this process is complete, system should take worker back to the Main Menu or, if in autoflow, to Medical.

If none of the above conditions apply, the system should proceed to the Medicaid Data Screen.

Special Instructions for Converted Cases with Active MA:

If the CIS/CSMIS case contains the coding of Q2 in the PA-S field, the children's services worker is responsible for maintaining the MA case. (If this code is E2 or P2, children's services staff have no responsibility for the MA case and this information should not be converted.)

For active Q2 cases, the following information is needed:

MA-BEG	Medicaid Begin Date for the current "Q" case.
REDT	Medicaid Redetermination Date (Note: spec's were wrong, MRDT is not to be used)
MO	Mother Status Code
FA	Father Status Code
LC	Managed Care Code
TYP	Third Party Code for Mailing Medicaid Card. Valid Values 3 or 6.

Please let me know if you have questions or need additional information.

cc: Sue London Phil Rock Sue Tomes Carol Kraklan

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AK 3

From: Paula PALMATIER
To: DSS.BUIS(HADICKM3), DSS2.CFS1(KRAKLANC2)
Date: 10/31/98 10:32am
Subject: Handicap -Reply

I did not make any changes to the screen based on the email below. I had made changes a while back based on the discussion Mick, Carol and I had in the documentation room. Carol, now that you have the newest child data screen, does it look like we are covered? Mental Retardation is no longer on the screen.

>>> Carol Kraklan 10/22/98 10:36am >>>
The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should change Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the SS.

Special Education Code	CIS/CSMIS Conversion	AFCARS Code
HI-Hearing Impaired	2-Hearing Impaired	Visually/Hearing
AI-Autism	1-Emotionally Impaired	Emotionally IM.
EI-Emotionally Im.	1-Emotionally Im.	Emotionally Im.
EMI-emotionally and Mentally	5-Multiply Im.	Emotionally Im.
LD-Learning Dis.	6-Specific Learning Dis.	None
POHI-Physically/otherwise	4-Physically/otherwise	Physically Disab.
PPI-Preprimary Im.	5-Multiply Im.	Could be any
SLI-Speech and Lang.	7-Speech and Lang.	None
SMI-Severely Mentally Im.	3-Mentally Im.	Mental Im.
SXI-Severely Multi. Im.	5-Multiply Im.	Could be any
TMI-Trainably mentally Im.	3-Mentally Im.	Mentally Im.
VI-Visually Impaired	8-Visually Im.	Visually/hearing
No Sp. Ed. Code	9-None	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Please let me know if you have any questions.

cc: DSS.BUIS(LONDONS2, PRESOCKIN), DSS2.CFS1(JENSENM2,...

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10.1.5 Service Request

The following Service Request was scanned in due to clarification of Item 1. Which was highlighted. The following wording is not readable due to the highlighting: 1. Handicap – We don't need to add a code to the Handicap codes. SWSS will not use these codes for AFCARS but for Special Education codes. AFCARS will use the federally defined codes and not mix with the special ed. codes.

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SDM/70 SERVICE REQUEST		DATE RECEIVED: SR NUMBER: 200008 addendum PROJECT NUMBER:
PROJECT TITLE:		
REQUESTOR:	PHONE: ()	DEPARTMENT:
LIAISON:	PHONE: ()	CHARGE TO ACC. NO.
SPECIFIC DATE REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES DATE REQUIRED:		REQUESTOR APPROVALS
REASON FOR REQUIRED DATE:		
DESCRIPTION OF NEED OR PROBLEM After much discussion it has been decided that the following changes are needed to the Service Request 200008, CIS/CSMIS/ASSIST changes needed for SWSS: <div style="background-color: black; height: 1.2em; width: 100%; margin-top: 5px;"></div> 2. Close Code--still need these changes. 3. Legal Status--We don't need to add a new legal status code. This code will be on SWSS but will convert to an already defined code on CIS. 4. (blank) 5. Need to still do-change edit about previous case #. 6. Can't do now (needs to be put on the To Do List for ASSIST). 7. Still need to be able to register and open in both program 2 and 4 (children's case can be both delinquency and adoption.) Delete last sentence about closing and legal status, not do TANGIBLE & INTANGIBLE BENEFITS 8. Not able to keep the foster care case open through adoption on CIS. Do a Plan B--On SWSS keep foster care case open through adoption but create false closing, registering and opening on ASSIST and CIS. When case is placed for adoption and the legal status changes to adoption then SWSS will automatically print a foster care and medicaid closing 5S, then a registering 133 for adoption and an opening 5S for adoption. SWSS will have to get the new case #, name, recip ID, and new SSN. 9. CY- Reports--If a kid is in both delinquency program and adoption we would still count the kid by their legal status and the legal status would be a delinquency one. So, we would count the kid only once and by what their legal status is.		
ESTIMATED COST OF PERFORMING FUNCTION WITHOUT EDP SUPPORT (PER YEAR) \$		OTHER PERTINENT COST DATA
PERCENT COST SAVINGS IF EDP SYSTEM IS AVAILABLE %		
NUMBER OF PERSONNEL REDUCTION POSSIBLE		
COMPLETED BY EDP		
TYPE OF PROJECT <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR	APPLICABLE <input type="checkbox"/> SRD <input type="checkbox"/> SD <input type="checkbox"/> SES <input type="checkbox"/> SIS <input type="checkbox"/> TEST <input type="checkbox"/> PD <input type="checkbox"/> UG/OG <input type="checkbox"/> PIR SDM DOCUMENT <input type="checkbox"/> ABBREVIATED <input type="checkbox"/> ENHANCEMENT <input type="checkbox"/> MAINTENANCE	
<input type="checkbox"/> RETURNED TO USER REASON:		

SDM-001 (6-94)

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From: Mary Ann Jensen
To: DSS.BUIS (HADICKM3, PALMATIERP), KRAKLANC2
Date: 10/22/98 3:27pm
Subject: Handicap -Reply

I think this means we don't need to add 0 (Unable to determine) to the Handicap codes on CIS/CSMIS. Right???

>>> Carol Kraklan 10/22/98 10:36am >>>

The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should changes Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the 5S.

Special Education Code	CIS/CSMIS Conversion	AFCARS Code
HI-Hearing Impaired	2-Hearing Impaired	
Visually/Hearing		
AI-Autism	1-Emotionally Impaired	
Emotionally Im.		
EI-Emotionally Im.	1-Emotionally Im.	
Emotionally Im.		
EMI-emotionally and Mentally Im.	5-Multiply Im.	Emotionally
LD-Learning Dis.	6-Specific Learning Dis.	None
POHI-Physically/otherwise	4-Physically/otherwise	Physically Disab.
PPI-Preprimary Im.	5-Multiply Im.	
Could be any		
SLI-Speech and Lang.	7-Speech and Lang.	None
SMI-Severely Mentally Im.	3-Mentally Im.	Mental Im.
SXI-Severely Multi. Im.	5-Multiply Im.	Could
be any		
TMI-Trainably mentally Im.	3-Mentally Im.	Mentally
Im.		
VI-Visually Impaired	8-Visually Im.	
Visually/hearing		
No Sp. Ed. Code	9-None	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Please let me know if you have any questions.

CC: DSS.BUIS (LONDONS2, PRESOCKIN), DSS2.CFS1 (TOMESS, T...

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10.1.6 Conversion Meeting 8/18/1998

Topics for Conversion Meeting
August 18, 1998 – With answers added

The following were identified as **MAJOR AREAS TO BE RESOLVED:**

Funding Determination – how to convert a current funding source and allow for a redetermination without doing an initial determination on SWSS. See items # 3 and 4. Prashant Bendre is looking into how this can be done.

Reporting AFCARS on cases that close during the report period, prior to SWSS implementation. See item # 7. Will be on the agenda for next Status and Critical Issues Meeting.

Super User's – define what they will need to do. Item # 8. If a need is identified it will be handled by the Data Base people.

Adoption disruptions and how to tie the foster care case to the adoption case to be reopened. See item # 11. Carol Kraklan and Melissa Lonsberry are looking into this.

Policy Issue – mandating SWSS generated forms as the CIS input documents. See item # 14. Mary Ann Jensen will be sure this is included in policy revisions.

Changes on CIS, which will happen as a Big Bang, before SWSS can be implemented, and how this affects the SWSS roll out. It is unknown who is following up on this. This will be looked into by Mary Ann Jensen and Julie Tubbs-Lott.

Answers to Topics discussed:

1. Where is the programming for conversion of CIS and CSMIS data at now?

Answer: Prashant says this is almost ready to go.

2. Where does the programming for conversion of information in the Transfer from PS stand?

Answer: This is being called Reconciliation and it is not done. There is not time estimate on how long the development of this will take. The plan continues to be that the worker will be able to look at the information in the transfer and choose by data group to accept the data or not. To do this the workers will need to be trained on where to ask for the data coming from the PS transfer.

3. Can fields in SWSS be populated by data via conversion without hitting edits?

For example: an open case has a funding source already. Will SWSS allow a funding source to be converted without going through the funding determination process? Will a worker be able to do a redetermination of funding on SWSS without doing an original funding determination?

Answer: The edits will not get in the way. There was much discussion on accepting the current funding source and not making the worker go through another funding determination process. It was suggested by Mary Ann Jensen that the question be asked at the time of Redetermination: Does the original FIA

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352 indicate Title IVE (ADC-F) eligibility? This would mean that some edits would be disabled until it was time to do a redetermination of funding.

4. There are questions in Funding Determination and Redetermination which need to be asked after certain ages, some for age 16 and 17, some for over age 18. How / where will those questions be answered? These questions also have to do with Education. Where does a case, which is converted and has a Service Pay Code (necessary to continue payment after age 18) fit in to this?

Answer: the questions have been taken out of Education and are asked in funding. The questions will be asked when a redetermination is done.

5. Darl's Funding Determination Requirements bring up another conversion issue. "... the redetermination process for MCI wards we need to know if there was a statement of reasonable efforts in the order terminating parental rights or the order committing the youth to the agency. We can develop a response needed into SWSS but this will not catch MCI wards, legal status 44, upon conversion. It has been suggested that after conversion, for cases having legal status 44 and 52, the first time a redetermination of eligibility is completed, a question of reasonable efforts will pop up which the worker can respond to." Has this been remembered and programmed?

Answer: The reasonable effort question has been put in Legal, it is not in funding. It will continue to pop up for legal status' 41, 44 and 52.

6. What about when the codes don't match between CIS and SWSS / AFCARS? I.e. CIS handicap codes 6 (learning disabilities) and 7 (speech and language impaired) do not match what is reported to AFCARS.

Answer: This becomes a training issue that CIS codes 6 and 7 will not convert into handicap codes, this information will be picked up in Education, collected on the Conversion / AFCARS Data Collection form.

7. Will it be necessary to convert cases that close after 10/1/98 in order to report AFCARS correctly?

Answer: Something needs to be put in writing about the conversion of data on closed cases. This needs further discussion and will be on the agenda for the next Status and Critical Issues meeting. Nancy Presocki suggested that it may be possible for Greg Broemmell to write a separate file.

8. How do conversion issues affect Super User's -- are there areas which will need clean up? If so who will do it?

Answer: Bonnie says No Super User's, but that didn't seem to eliminate the concern that there may be a need for this function. It was agreed that this needs

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more consideration and a definition of what the Super User will need to be able to do must be put in writing.

9. Dual wards have 2 workers, can SWSS handle that? How does it know which is primary and which is secondary?

Answer: Both workers will convert if they are on CIS. Otherwise it will be up to the supervisor to enter the second worker on the case. This becomes a training issue for supervisors.

The following are taken from requirements. They are included here to be sure they are considered in preparing for conversion. The conversion of elements included in the Conversion Requirements have not been included.

10. The education requirements state that there are no conversion issues. This data will have to be entered by workers when they obtain SWSS. Have all the data elements been included in the Conversion / AFCAR collection form?

Answer: This information is included on the Conversion / AFCARS form.

11. Adoption History Requirements: "History from CIS CSMIS will not be converted into SWSS for adoption. If the Adoption is disrupted, the child is returned to Foster Care. The old Foster Care case is reopened. The placement Begin and End Dates and Living Arrangement code should display in the Foster Care Placement History, but the adoptive parents names should not be shown. Legal Information on the Adoption case will also need to transfer back to the foster care case." Has this been included in how conversion will work?

Answer: This is a messy area that needs more discussion. Suggestions included bringing over the foster care case on all open adoption cases at the time of conversion. Or that this will need to be an Add New situation, adding the old foster care case if a disruption occurs. An additional concern is how to reopen the foster care case with the same foster care case number.

12. From the Foster Care and Adoption Legal Information Requirements (3/26/98) "ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 41, 44, 46. An explanation is attached in my specifications."

Answer: This is covered in item # 5. Legal statuses are 41, 44, and 52. 46 would not apply according to Mary Ann Jensen.

13. From the Delinquency Legal Information Requirements (4/15/98) "ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 46 or 52. An explanation is attached in my specifications."

Answer: same as above in # 12.

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14. From the Contract Agency Foster Care Data Reply Requirements (4/15/98)
"There are some conversion issues relating to AFCARS as not all of the data that needs to be reported to AFCARS is currently being gathered. This info has to be gathered and the cases active in foster care at the time of the conversion will have to be updated by 3/31/99 in order to be in compliance with AFCARS reporting requirements."

Answer: If the case is active at the time of conversion all AFCARS data must be entered before the case can be closed. Discussion of closing a case on CIS and not on SWSS came up. A "message from on high" or a policy change that requires the use of SWSS generated forms as CIS input documents will be needed. This message / policy change will also have to require that all AFCARS data must be added by 3/31/99.

15. Tickler Requirements listed no conversion issues. However will Ticklers be created from the dates which are converted? I.e. if there is going to be a tickler reminding the worker that the Funding Redetermination is due, will the conversion of a due date create a tickler?

Answer: This will not be a problem for the Funding Redetermination due date. There was discussion on the UPS or Quarterly Review date. It will be converted but it was unclear where it would be in SWSS. Mickey and Prashant were able to determine where this would be kept and the tickler produced from the date.

The other requirement packages either listed nothing in the category of "9. Dependencies. List any dependencies. Include conversion." Or the mention was of data elements expected to convert from CIS, CSMIS or the Transfer from PS.

OTHER AREAS WHICH CAME UP INCLUDED:

If a code is wrong on CIS will conversion just not happen? The example was Eligibility: only 6, 7 and 13 can be used in SWSS but there are cases that have other eligibility codes. Carol Kraklan will ask Julie to do a run to find out how many cases this involves, for this element. But there may be other elements this will occur on! This becomes a training issue also.

A dummy provider number of 10 is used in placement history where the provider was not paid and therefore has no BG number. This will need explanation in training and in the screen messages if this shows up in the history.

Another training issue will be that workers will need to do a case opening on SWSS, even though the case is open and on going on CIS. How long will the workers have to do the case opening?

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September 24, 1999

10.1.7 Memo Oct. 8, 1997


STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

fx 2

MEMORANDUM

To: Nancy Presocki

Date: October 8, 1997

From: 
Mary Ann Jensen

Subject: Foster Care/Adoption/Delinquency Conversion

This is to provide additional clarification to my September 30, 1997 memo.

Target Group 52, Dual Ward, defines a youth who is both an Act 150 Delinquent and an MCI ward. This case transfers from the Foster Care module to the Delinquency module. All foster care information is to be available in the Delinquency module. The Foster Care Worker (if different than the Delinquency Worker) is to be listed as the secondary worker on the case. The Legal Info needs to contain both the Neglect/Abuse and the Delinquency court activities. The foster care worker will need access to the Delinquency case to maintain and update any foster care information. Delinquency SDM will be used instead of Foster Care SDM. If the Act 150 wardship is dismissed before the youth turns 19, the case must be returned to the Foster Care module as the MCI wardship remains in effect until age 19.

Target Group 50, Non-Ward delinquency petition filed, is handled in the Delinquency module. These are the Pre-Sentence Investigation cases. See Requirements X-2.

With regard to the recording of prior (foster care) case numbers for adoption cases, I'm not clear what a "quick survey" would accomplish. We could ask that someone write a program to review the CSMIS data base to see if every case number which has a closing code of "placed for adoption" shows up as a prior case number on an adoption opening. This would tell us if we already have a continuity problem.

Do you want to set up a meeting to discuss the "name" data field issue?

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

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September 24, 1999

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki

Date: September 30, 1997

From: Mary Ann Jensen

Subject: Foster Care/Adoption/Delinquency Conversion

This is in response to the questions raised during the review of the above requirements package. We did have one general comment on the assumption that two conversions will be needed: one from CIS and one from CSMIS. We would suggest that it may be easier to use the tape file that is generated by CIS to update CSMIS and then convert the CSMIS data. A meeting with Greg Broemmell and his staff may be appropriate to discuss options.

What field on CIS determines if the case is Foster Care, Adoption or Delinquency?

Services Program #2, Community Placement for Children, status 2 (active), identifies the Foster Care and Adoption Cases. The determination as whether the case is a foster care case or an adoption case is handled by the Target Group/Legal Status codes.

Foster Care Target Groups are 41, 42, 44, 45, 48 and 51.

Adoption Target Groups are 43 and 49.

Services Program #4, Delinquency Services, status 2 (active), identifies the Delinquency Cases. No further delineation by Target Group/Legal Status is necessary for this program.

For Adoption cases, is the closed CIS and CSMIS data needed? Yes. The closed foster care case data is needed.

How do we link a closed Foster Care case with a pending Adoption Case?

CIS/CSMIS requires the inclusion of a "prior case number" when opening an Adoption case. The prior case number is to be the Foster Care case number. If there was no Foster Care case, Z9999999Z is to be entered. If staff have followed this procedure, it should be easy to link the two cases.

How do we handle a case that is open to Foster Care and Delinquency at the same time but just has a different case number suffix?

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The Foster Care case is to be closed unless it is an Adoption Case. The Foster Care worker is to be listed as the secondary worker on the delinquency case. Please see attached 9/9/97 memo for more details.

How do we determine history for Delinquency cases?

There are only certain items for which history is kept on CSMIS. These are target group/legal status, commitment/rearrest offense, arrest dates, living arrangement, provider number and placement date. Since the CSMIS data base is a sequential data base in transaction date order, it should be a matter of comparing each transaction to determine which to convert. If the case was active in the foster care program, all history, including the foster care history, is to be converted. CSMIS keeps all history by case number. It makes no distinction between Children's Services programs.

I don't think the placement screens are going to allow a worker to update old placement information, so we shouldn't allow that on converted cases either.

The Correction process should (must) allow a worker to correct placement information if it is incorrect. The same is true for the conversion process. We already know there is wrong information on CSMIS because there is no correction process.

Taking a single field for name and trying to break it up based on spaces is going to give some awkward looking names. (ex. Van Hueson John P and VanHueson John P would be different.)

As I understand the issue, CIS has one data field for name. This field contains the entire name and does not differentiate between last, first and middle names. We are not sure of the best way to convert this information to SWSS; breaking the field up based on spaces was one suggestion. A meeting is needed to discuss this is probably in order. The BuIS Services Team (Greg Broemmel and Company) should be included since they will have to assist in this conversion effort.

A conversion schedule needs to be developed.

We agree. Since conversion will be staggered based on training and implementation, the conversion schedule will have to be coordinated with the training schedule.

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To: Nancy Presocki
From: Jim Alger
Date: 09/23/97
Subject: Development Effort for Foster Care/Adoption/Delinquency Conversion(C-1 rev.)

13 Weeks

Overview

The original C-1 requirements document was reviewed and responded to on June 13th, 1997. The document was then revised and resubmitted for our analysis and response. In responding to this revision, I will incorporate the information from the original evaluation as well as the additional points of interest from the revised requirements document.

To bring the entire state up live on SWSS for Foster Care, Adoption, and Delinquency requires that we extract CIS and CSMIS data from the BULL mainframe. The CIS data extracted will be for active services programs 2 and 4. The historical data for each of these cases, if it exists, will be created from the CSMIS database. In addition to this, we must also allow workers to extract information from the existing "PS to Foster Care" transfer database which resides in SWSS, and append it to their converted cases. This will essentially consist of 5-day packet information which is not currently stored on the mainframe, thus avoiding overwriting fields in the newly created cases. Screen development will have to take place to allow workers to preview this 5-day packet information before accepting it into their cases. This inclusion of the data already stored in SWSS will be complicated since SWSS is distributed by county in a MAPPER database, and the new Foster Care system will be implemented in a regional server configuration in an Oracle database.

Questions and Concerns

- ◆ What field on CIS determines if the case is Foster Care, Adoption, or Delinquency.
- ◆ For Adoption cases, is the closed CIS and CSMIS data needed?
- ◆ How do we link a closed Foster Care case with a pending Adoption case?
- ◆ How do we handle a case that is open to Foster Care and Delinquency at the same time but just has a different case number suffix?
- ◆ How do we determine history for Delinquency cases?
- ◆ I don't think the placement screens is going to allow a worker to update old placement information, so we shouldn't allow that on converted cases either.
- ◆ Taking a single field for name and trying to break it up based on spaces is going to give some awkward looking names (ex: Van Hueson John P and VanHueson John P would be different)
- ◆ A conversion schedule needs to be developed.

Estimation of Development Effort

7 Weeks - to create and test the programs that would convert CIS and CSMIS information.

4 Weeks - to develop screens to allow the review of SWSS 5-day packet information for acceptance as additional information from SWSS to be added to the converted case.

2 Weeks - to develop the interface from the SWSS county Unix machines to the Regional Server Oracle environment.

10 Weeks - to complete the full conversion effort.

Cooperation with the policy office during this development and testing process is imperative to perform a successful conversion.

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10.1.8 Memo May 16, 2000 Race Code Change

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: May 16, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Race Code Table Change

It is my understanding that the ASSIST Race Code Table has been changed to eliminate Code "R". Thus, it is necessary to modify the SWSS Race Code Table to also eliminate Code "R".

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

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10.1.9 Addendum 4

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: September 5, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Conversion Module Documentation - Addendum 4

It is necessary to amend the Conversion Module Documentation memos of October 12, 1999, December 9, 1999, March 22, 2000 and April 28, 2000. After focussed testing (SER #1034) and discussions with project and development staff, it was noted that the following requirement is needed:

1. Add a new requirement CV-(?) When converting the payment authorization(s) for the current placement, the fund source associated with each authorization (if there is more than one) must also be converted.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

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10.1.10 Addendum 5

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: September 19, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Conversion Module Documentation - Addendum 5

It is necessary to amend the Conversion Module Documentation memos of October 12, 1999, December 9, 1999, March 22, 2000, April 28, 2000 and September 5, 2000. After focussed testing (SER #'s 1203 and 1361) and discussions with project and development staff, it was noted that the following requirement is needed:

2. CV-4.8 must be modified to state "..... petition type = ~~40-01~~ for TG 46 and 52."
3. CV-4.9 must be modified to state "..... & petition type = ~~40-01~~ for TG 40."
4. The January 28, 1999 memo regarding TG 41 and hearing and order information is incorrect. CV-4.10 should be used instead.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock/Jeanne Beckley
Sue Doby
Beth Dean

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September 24, 1999

10.1.11 Addendum 6

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 3, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Conversion Module Documentation - Addendum 6

It is necessary to amend the Conversion Module Documentation memos of October 12, 1999, December 9, 1999, March 22, 2000, April 28, 2000 and September 5 and 19, 2000. After focussed testing (SER #'s 1040) and discussions with project and development staff, it was noted that the following requirements are needed:

5. Add a new requirement: When converting the service code(s) associated with the current placement, convert only those codes where the second position is '7'. In these situations, the first position can be either a '0' or a '9'.
6. Add a new requirement: Authorizations approved by Payment Document Control or the program office must start with a '9' in the first position of the service code.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock/Jeanne Beckley
Sue Doby
Beth Dean

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11 11.3 TEST PLANS

11.3.1 Test Plan Created by Policy

From Carol Kraklan's Test Plan document **Overall Test Case Scenarios**

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1. CIS/CSMIS Conversion-Foster Care
 2. CIS/CSMIS Conversion-Adoption (Is FC history there)
 3. CIS/CSMIS Conversion-JJ
 4. CIS/CSMIS Conversion and CPS Transfer Conversion-FC (Is all transfer information there?)
-
1. The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should changes Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the 5S.

<u>Special Education Code</u>	<u>CIS/CSMIS Conversion</u>	<u>AFCARS Code</u>
<u>HI-Hearing Impaired</u>	<u>2-Hearing Impaired</u>	<u>Visually/Hearing</u>
<u>AI-Autism</u>	<u>1-Emotionally Impaired</u>	<u>Emotionally IM.</u>
<u>EI-Emotionally Im.</u>	<u>1-Emotionally Im.</u>	<u>Emotionally Im.</u>
<u>EMI-emot. & Ment.</u>	<u>5-Multiply Im.</u>	<u>Emotionally Im.</u>
<u>LD-Learning Dis.</u>	<u>6-Specific Learning Dis.</u>	<u>None</u>
<u>POHI-Physically/otherw.</u>	<u>4-Physically/otherwise</u>	<u>Physically Disab.</u>
<u>PPI-Preprimary Im.</u>	<u>5-Multiply Im.</u>	<u>Could be any</u>
<u>SLI-Speech and Lang.</u>	<u>7-Speech and Lang.</u>	<u>None</u>
<u>SMI-Severely Ment. Im.</u>	<u>3-Mentally Im.</u>	<u>Mental Im.</u>
<u>SXI-Severely Multi. Im.</u>	<u>5-Multiply Im.</u>	<u>Could be any</u>
<u>TMI-Trainably Ment. Im.</u>	<u>3-Mentally Im.</u>	<u>Mentally Im.</u>
<u>VI-Visually Impaired</u>	<u>8-Visually Im.</u>	<u>Visually/hearing</u>
<u>No Sp. Ed. Code</u>	<u>9-None</u>	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Conversion Data

<u>Element for all Programs</u>	<u>Screen</u>
<u>Case Number</u>	<u>Child Data</u>
<u>Assigned Worker</u>	<u>Member Info.</u>
<u>Secondary Worker</u>	<u>Member Info.</u>
<u>Last Name</u>	<u>Member Info.</u>
<u>First Name</u>	<u>Member Info.</u>
<u>Middle Initial</u>	<u>Member Info.</u>
<u>Resident County</u>	<u>Child Data</u>

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<u>Resident District</u>	<u>Child Data</u>
<u>Referral Source</u>	<u>Child Data</u>
<u>Open Date</u>	<u>Child Data</u>
<u>Acceptance Date</u>	<u>Child Data (Initial Acceptance date from either CPS or Court)</u>
<u>Eligibility</u>	<u>Displayed on Child Data</u>
<u>Goal</u>	<u>Child Data</u>
<u>Goal Status</u>	<u>Child Data</u>
<u>FC Event</u>	<u>Child Data-(Only valid for FC)</u>
<u>Handicap</u>	<u>Child Data ??</u>
<u>Date of Birth</u>	<u>Child Data</u>
<u>Sex</u>	<u>Child Data</u>
<u>SNN</u>	<u>Child Data</u>
<u>Race</u>	<u>Child Data</u>
<u>CID</u>	<u>Child Data</u>
<u>Court Indicator</u>	<u>Court Information(Not valid for Adoption)</u>
<u>Target Group/Legal Status</u>	<u>Court Information (History is converted)</u>
<u>County of Commitment</u>	<u>Court Information (Dependent on Legal Status 44, 45,45 or 52,</u>
<u>L/S</u>	<u>52 will have two Counties of Commitment)</u>
<u>Commitment Date</u>	<u>Court Information (Dependent on Legal Status 44, 45,45 or 52,</u>
<u>L/S</u>	<u>52 will have two Commitment Dates)</u>
<u>Acceptance Date</u>	<u>Court Information (Dependent on Legal Status 41, 44, 45, 46 or</u>
<u>52,</u>	<u>L/S 41, 44, 45, & 46 will have two Accept.</u>
	<u>Dates-See Child Data for first Accept. Date,</u>
	<u>L/S 52 will have two 3 Acceptance Dates-</u>
<u>See</u>	<u>Child Date for first Accept. Date)</u>
<u>Placement Date</u>	<u>Placement Information (History is converted)</u>
<u>Living Arrangement</u>	<u>Placement Information (History is converted)</u>
<u>Funding Source</u>	<u>Placement Information (History is converted)</u>
<u>Provider ID</u>	<u>Placement Information (History is converted)</u>
<u>Secondary Provider ID</u>	<u>Placement Information (History is converted)</u>
<u>Supervising Agency Ind. Code</u>	<u>Display on Screen but not an input field-(Dependent upon Provider</u>
	<u>Type in SWSS)</u>

Removal Conditions

- See attached for removal conditions. These should prefill correctly from CPS transfer. Otherwise they are required for Addnew cases and converted cases. They are not required for Adoption cases, except for conversion cases.

11.3.2 Test Plan Created by SWSS Development

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12 OUTSTANDING ISSUES

12.1 The following items require a decision or some direction from Policy staff:

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13 ATTACHMENTS

13.1 Attachment A: List of SWSS Module Prefixes

MODULE PREFIXES TO BE USED FOR REQUIREMENTS

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<u>MODULE</u>	<u>TABLE</u>
<u>CASE LISTING</u>	<u>CL</u>
<u>MAIN MENU</u>	<u>MM</u>
<u>CASE REGISTRATION</u>	<u>CR</u>
<u>CHILD INFO</u>	<u>CI</u>
<u>MEMBER INFO</u>	<u>MI</u>
<u>LEGAL</u>	<u>LE</u>
<u>FUNDING DETERMINATION</u>	<u>FD</u>
<u>PLACEMENT</u>	<u>PL</u>
<u>PAYMENT</u>	<u>PA</u>
<u>EDUCATION</u>	<u>ED</u>
<u>MEDICAID</u>	<u>MA</u>
<u>MEDICAL PASSPORT</u>	<u>MP</u>
<u>FIVE DAY PACKET</u>	<u>FP</u>
<u>COMMENTS</u>	<u>CO</u>
<u>CASE SUMMARY</u>	<u>CS</u>
<u>CASE CLOSING</u>	<u>CC</u>
<u>MARE</u>	<u>MR</u>
<u>ADOPTION ACTIVITY</u>	<u>AA</u>
<u>REPORT GENERATION</u>	<u>RG</u>
<u>TICKLERS</u>	<u>TI</u>
<u>PROVIDERS</u>	<u>PR</u>
<u>UTILITIES</u>	<u>UT</u>
<u>LOGIN/SECURITY</u>	<u>LO</u>
<u>PRINT133A</u>	<u>P1</u>
<u>PRINT5S</u>	<u>5S</u>
<u>ACTION SUMMARY</u>	<u>AS</u>
<u>PURCHASE OF SERVICE</u>	<u>PU</u>
<u>PS XFER</u>	<u>PX</u>
<u>CONVERSION</u>	<u>CV</u>
<u>SOUNDEX</u>	<u>SO</u>
<u>SYSTEM FLOW</u>	<u>SF</u>
<u>COMMON</u>	<u>CM</u>
<u>RECONCILIATION</u>	<u>JTL</u>

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Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans

regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Conversion module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (CV = conversion).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

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SCREEN REQUIREMENTS

DATA EDITING REQUIREMENTS

OUT-OF-MODULE REQUIREMENTS

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CV-3.4 CONVERSION

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MODULE REQUIREMENTS:

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CV-3.4.1

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Convert all active CIS cases that are program 2 (Foster Care & Adoption) and program 4 (Juvenile Justice)

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CV-3.4.2

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Adoption will require conversion of Adoption type and adoption suffix.

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CV-3.4.3

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Adoption will require conversion of the most recent closed foster care case information.

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CV-3.4.4

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Target Group / Legal Status 46 and 52 require the commitment county, arrest date and commitment offense code to be converted.

Target Group / Legal Status 44 and 45 require the commitment county.

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CV-3.4.5

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THE FOLLOWING HISTORICAL DATA NEEDS TO BE CONVERTED: PROVIDER ID NUMBERS, PLACEMENT BEGIN DATES, TARGET GROUP/LEGAL STATUSES, ACCEPTANCE DATE

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, commitment dates, living arrangements, funding sources.

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CV-3.4.6

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Placement end date will be entered as the next placement's begin date

CV-3.4.7

For Target Group (TG) 44,45,46, and 52 hearing date and order date are the same as the commitment date, the order type is 9, the petition date is 2 days prior to the acceptance date and the petition type should be 5 for TG 44 and 45, petition type = 10 for TG 46 and 52

CV-3.4.8

& 42 HEARING DATE AND ORDER DATE = THE ACCEPTANCE DATE, ORDER TYPE = 2, THE PETITION DATE IS ACCEPTANCE DATE MINUS 2 DAYS AND THE PETITION TYPE = 1 FOR TG

42 & petition type = 10 for TG 40

TG 41 ("Permanent Court Ward") hearing date and order date = acceptance date, order type = 8, the petition date is acceptance date minus 2 days, and the petition type = "termination of parental rights"

CV-3.4.9

TG 43 HEARING DATE AND ORDER DATE ARE THE SAME AS THE ACCEPTANCE DATE, THE ORDER TYPE = 1

7, petition date is acceptance date minus 2 days and the petition type = 11.

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CV-3.4.10

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Conversion from CIS race codes to new races codes are 'A' or 1=1, 'B' or 2=2, 'C' or 3=3, 'D' or 4=4, 'E' or 5=6, 'F' or 6=1 and Hispanic ethnicity = 'Y'.

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CV-3.4.11

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Conversion from CIS handicap codes to Special Education codes are:
1=EI, 2=HI, 3=TMI, 4=POHI, 5=SXI, 6=LD, 7=SLI, 8=VI, 9=None

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CV-3.4.12

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For active Medicaid cases (PA-S code = Q2) the Medicaid begin date, re-determination date, mother status code, father status code, managed care code, and third party code for mailing Medicaid card must be converted.

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All cases convert in as unregistered.

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CV-3.4.14

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If the case is an adoption case the open date from the closed foster care case is used for the current case.

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CV-3.4.15

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Child defaults to title 4E eligible if funding source code = 02

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CV-3.4.16

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FOR CASES WITH A CURRENT LEGAL STATUS OF

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41 OR 44, THE DATE OF ACCEPTANCE IN THE HISTORICAL RECORD WHEN THE LEGAL STATUS WAS

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42 is used in the SWSS case table.

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CV-3.4.17

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Do not add placements where placement end date is before placement date

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CV-3.4.18

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Do not add placements where the case number, the placement date, target group / legal status, primary provider and secondary provider are the same as the previous records.

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CV-3.4.19

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Do not add placements where the living arrangement is the same as the previous records or if the living arrangement is 6, the next living is 5 and the primary and secondary provider are the same.

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CV-3.4.20

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Only cases with a GRANTEE CODE of 1 get converted.

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CV-3.4.21

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The following elements are to be converted:

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FROM CIS FILES WHICH IS LOCATED ON

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Conversion User Requirements.doc

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Conversion User Requirements

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SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

Original Requirement

CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Policy Analyst:	Wilson
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Statewide Foster Care, Adoption, and Delinquency Data Conversion Revised 8/97

1. BUSINESS PROCESS.

Statewide conversion for foster care, adoption and delinquency will require data converted from CIS, CSMIS and the SWSS transfer module. Conversion must take place as close as possible to the county implementation of the Foster Care SWSS Module. Conversion of adoption and delinquency data will have to be completed as close as possible to county implementation.

2. SWSS INTEGRATION *This section has been reworded for clarification during the 8/97 revision.*

Conversion could be made from CSMIS only, if CSMIS is updated by CIS at the same time the county is converted to SWSS. It would take a coordinated update and conversion program. The following is written with the assumption that CSMIS is not updated at the same time as SWSS conversion. The data elements needed from conversion and the fields they populate remain the same.

1. The first stage of conversion will be from CIS which includes the currently active cases from program 2 (foster care and adoption) and program 4 (delinquency). The complete list of data elements is attached including which screens in SWSS they populate. This is the most current data to be converted and will take precedence over CSMIS and transfer data.

Adoption will require conversion of Adoption Type and Adoption Suffix in addition to those listed for foster care. Adoption will also require conversion of the most recent closed foster care case, which includes the close code of 3 = Placed for Adoption. There is a link in CIS between the closed foster care case and the open adoption case. This link will need to be determined at the time of adoption conversion.

Delinquency will require conversion of the same data elements as Foster Care. For those with a Target Group / Legal Status (TG) of 46 and 52 the Commitment County, Arrest Date and Commitment Offense Code will need to be converted. The Commitment Date and Target Group / Legal Status (TG) for dual wards (TG 52) will require 2 entries. For cases with a prior close code of 17= closed to neglect and open to delinquency, and

/ or TG 52, the conversion of all available CSMIS history will be necessary, including that associated with the closed foster care case.

2. The second stage of conversion includes the CSMIS history data. We will convert history data on the currently active caseload from the current open date. Included will be the following data elements: Provider ID Number, Placement Begin Date, Target Group/ Legal Status, Acceptance Date(s), Commitment Date, Living Arrangement, Funding Source. The Acceptance Dates, where there are more than one, can be identified as follows: the earliest Acceptance Date, in the current open case, goes on the Child Data Screen in SWSS. Youths who are TG 41, 44 and 46 will have one field in the Legal Section for their second Acceptance Date. Youths who are TG 52 will have two fields in the Legal Section for their second and third Acceptance Date.

A Placement End date will be entered as the next begin date minus one day. End date is not carried on CSMIS.

For example:

All CSMIS information regarding placements will need to be listed in the placement history box. The worker will have the opportunity to click on a placement in the history box to view the placement screen, but for all of those entered prior to SWSS statewide implementation, there will only be Provider number, living arrangement, funding source, begin and end dates. Any other information, including the name of the foster home, will need to be entered by the worker if they want a complete screen. Benefit: workers will have a history list for the child. Downside: workers will have very incomplete information on the placement history screens and history may or may not be accurate.

3. The third stage of conversion is converting SWSS Transfer to Foster Care Data.

The worker will need to be able to access a list of all the cases in their county that have been transferred from PS to FC which have data stored. They would then select the appropriate case and view a case summary of specific 5 Day Packet information. When they have identified the correct case the worker will have the option to include the data in the transfer case record. To do this they will select "Transfer (or Convert) Data" and the data will populate the appropriate screens (data elements and mapping information are attached). This would essentially include data from the 5 Day Packet which is not included in CIS or CSMIS. Transfer data will not overwrite CIS or CSMIS data as CIS will be the most current of the converted data.

Giving the foster care worker the option of transferring the data available is considered better than automatically filling in the transfer data during conversion. The reason for this include that the case may have been in transfer for over two years prior to FC SWSS implementation and the information known now is more accurate. It also eliminates the chances of transferring cases which mistakenly appear more than once on the transfer list. Another factor in this decision was that there was no unique identifier on the PS case that linked it to the FC case as the log number and case number change when transferred.

The display of the transfer list should contain the following elements:

CFC Case name	DOB	Recipient ID *
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* Recipient ID will not be available on some cases as it was only very recently made a required field in the PS to FC Transfer.

3. DATA ELEMENTS. Lists of the conversion elements and where they are found on CIS records, CSMIS records or in the Transfer to Foster Care, are attached, including what fields in SWSS they are to populate.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

There are no known edits for conversion. Since the data is coming from CIS and CSMIS the edits associated should have already been cleared prior to entry.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

There are no outputs from conversion.

6. TRAINING ISSUES. Workers will need to be trained about the conversion of the Transfer to Foster Care data. They will be able to view the data stored in the transfer module and choose to convert that data or not, depending on how current and accurate the information is.

7. TESTING ISSUES. Testing to be sure the correct data from CIS and CSMIS is being converted to the correct elements will need to be done prior to state wide conversion. Testing of the Transfer to Foster Care data will also require thorough testing.

8. POLICY ISSUES. There are no known policy issues related to conversion.

9. DEPENDENCIES. Successful state wide implementation will depend on successful conversion.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

CONVERSION OF CIS DATA

CONVERSION OF FOSTER CARE CASES		CURRENT ACTIVE CASELOAD ON CIS FOR C40-PROG-CDS 2 AND 4	CLARIFICATIONS
LABELED AS	SWSS SCREEN AND ELEMENT NAME	Name on CIS as per C00 (CB) ROO (RB) and C40	SWSS will pull from programs 2 for foster care and adoption, 4 for delinquency
MEMBER INFORMATION		<i>ITALICIZED ITEMS HAVE BEEN ADDED DURING THE 8/97 REVISION</i>	
CB 1	case number	CB-CSENO	
		CB-PREF	
		CB-NUMB	
		CB-SUF	
CB 2	assigned worker	CB-SVC-WKR-LD	
		CB-SVC-DIST	
		CB-SVC-UNIT	
		CB-SVC-WKR	
C40 1	secondary worker	C40-SVWKRSEC	
RB 1	last name	RB-NAME	
RB 1	first name	"	distinguish first from last by spacing in name
RB 1	middle initial	"	
CHILD DATA			
CB 3	resident county	CB-CO	
CB 4	resident district	CB-SVC-WKR-DIST	
C40 11	acceptance date	C40-ACC-DT	<i>the earliest acceptance date in the current open case</i>
C40 2	referral source	C40-REF-SCR	
C40 3	open date	C40-SVOPDT	
CB 5	eligibility	CB-SVC-ELIG	
C40 4	goal	C40-GOAL	
C40 5	goal status	C40-GOAL-STAT	
C40 6	FC event	C40-FCE-CODE	
C40 7	handicap (6 choices)	C40-HDCP	
	child's disability?	C40-HDCP = 9	9 means no disability
	mental retardation	C40-HDCP = 3	
	visually or hearing impaired	C40-HDCP = 2 AND 8	
	physically disabled	C40-HDCP = 4 AND 5	
	emotionally impaired, DSMIII	C40-HDCP = 1	close but not exact match for AFCARS definition
	other medically diagnosed	no category in C40	
	no AFCAR category	C40-HDCP = 6	learning disabilities
	no AFCAR category	C40-HDCP = 7	speech and language impaired
RB 2	date of birth	RB-DOB	
RB 3	sex	RB-SEX	
RB 4	SSN	RB-SSN	

¹ Original requirements included a request for Handicap code to convert into Child Data, however it was later determined that they convert into Special Education Codes.

CONVERSION OF CIS DATA

RB 5	race	RB-RACE	Lee Hunsberger understands how ASSIST and CIS race codes are to be converted
RB 6	client ID (RID)	RB-RID	
legal information			
C40 8	court indicator code	C40-COURT IND	
CB 6	target group / legal status	CB-SVC-TG	
C40 9	county of commitment	C40-COM-CO	
C40 10	commitment date	C40-COM-DT	refers to MCI commitment
C40 11	acceptance date	C40-ACC-DT	TG 44 has both a case Acceptance Date and a MCI Acceptance Date on CIS, the more recent date goes here
Placement Record			
CB 10	address	CB-CSADD	
	includes:	CB-SUPPADD	
		CB-NO-ST	
		CB-CITY	
		CB-STATE	
		CB-Zip	
C40 12	placement date	C40-PLC-DT	
C40 13	living arrangement	C40-SVC-LA	
C40 14	funding source	C40-FND-SRC	
C40 15	provider ID	C40-SCV-ID	
C40 16	second provider ID, for child placing agencies	C40-RESID-PROVIDER	
C40 17	Code to indicate FIA or Placing Agency is supervising the placement	C40-SUPERVISE-IND	
Medicaid Data			
CB 7	Medicaid Redetermin Date	CB-MRDT	
CB 8	Third Party Code	CB-ACCT-RTYPE	
CB 9	Medicaid Open Date	CB-PAOPENDT	
Caseload Management			
C40 18	(funding) redetermination date	C40-SVREDT	
C40 19	quarterly report due date	C40-QUT-RVDT	
ADOPTION			
PLACEMENT SCREEN			
C40 20	adoption type / family structure	C40-ADPT-TYP	
C40 21	adoption suffix	C40-ADPT-SUF	adoption suffix is divided into box 1 and 2, box 1 refers to placement, box 2 refers to subsity. Can a single 2 digit suffix be split between these two screens?
C40 22	foster care close code	C40-SCVCLCD	CODE 3 = PLACED FOR ADOPTION from the associated foster care case
DELINQUENCY			

CONVERSION OF CIS DATA

	YOUTH DATA (in addition to those listed as Child Data)		
C40 27	productivity status	C40-PROD-STAT	
	LEGAL SCREEN		
C40 23	arrest date	C40-ARR-DT	
C40 24	offense code	C40-COM-OFF	
C40 9	commitment county	C40-COM-CO	
C40 10	commitment date	C40-COM-DT	refers to both MCI commitment date and Delinquency commitment date, 2 entries required for dual wards (TG 52)
C40 11	acceptance date	C40-ACC-DT	refers to both MCI acceptance date and Delinquency acceptance date, 2 entries required for dual wards (TG 52)
	SDM SCREEN <i>previously shown as populating the Placement Screen and Service Screen</i>		
C40 25	security level	C40-SECURITY	
C40 26	override	C40-OVERRIDE	
C40 28	need score	C40-NEED-SCORE	

**CONVERSION OF
FOSTER CARE
CASES**

what it is called on
CSMIS

**CONVERSION WILL GO BACK TO THE CURRENT
OPEN DATE**

**HISTORY FOR CURRENT ACTIVE
CASELOAD ON CIS**

indicates which service program is open, SWSS will
pull from programs 2 for foster care and adoption,
program 4 for delinquency

*CHANGES MADE DURING 8/97 REVISION DELETED
ELEMENTS AND ADDED CLARIFICATION WHERE
NEEDED, NO ELEMENTS WERE ADDED*

LEGAL HISTORY

1. TARGET GROUP/
LEGAL STATUS

TARGET GROUP

2. ACCEPTANCE
DATE

ACCEPTANCE DATE

convert from the earliest acceptance date, there may be a
total of 2 or 3 dates

3. COMMITMENT
DATE

COMMIT-DATE

TG/LS 52 (dual wards) will have 2 commitment dates

PLACEMENT HISTORY

4. PROVIDER #

PROVIDER-NO

5. BEGIN DATE
END DATE

PLACEMENT DATE
not on CSMIS

the end date will be the next begin date minus one day

6. LIVING
ARRANGEMENT

LIVING
ARRANGEMENT

7. FUNDING
SOURCE

FUNDING SOURCE

DELINQUENT CASES

8. COMMITMENT
COUNTY

COMMIT-COUNTY

9. COMMITMENT
OFFENSE CODE

COMMIT-OFF

10. ARREST DATE

ARREST-DATE

*for collection of history of arrest date, when more than one
has been entered.*

<p style="text-align: center;">S D M / 7 0</p> <p style="text-align: center;">RECORD DESCRIPTION</p> <p style="text-align: center;">SHEET</p>		PROJECT NUMBER:	119600		
		DATE:	07/02/96		
		PAGE:	2		
SYSTEM TITLE:		PART:			
PHASE:		SECTION:			
FILE NAME: C40		FILE NUMBER:			
RECORD NAME: C40 Case Service Record		RECORD LENGTH:			
BLOCK LENGTH:		FILE FORMAT:			
REMARKS:					
DE #	DATA ELEMENT NAME	PICTURE	USAGE	COLUMNS	
				FROM	TO
	C40-QUT-RVDT-MM	9(2)		46	47
7	C40-METH-IND	X(1)		48	48
4. 8	C40-GOAL	9(2)		49	50
5. 9	C40-GOAL-STAT	9(1)		51	51
10	C40-PRG-CDS	X(9)		52	60
11	C40-ADDITIONAL-PRG-CDS	X(11)		61	71
12	C40-ASR-COUNT	9(2)		72	73
13	C40-ADLT-CHLD	9(1)		74	74
14	FILLER	X(6)		75	80
15	C40-NOSVWKR	9(1)		81	81
/ 16	C40-SVWKRSEC OCCURS 4 TIMES			82	117
16	C40-SVC-CO	9(2)			
17	C40-SVC-LOAD				
	C40-SVC-DIST	9(2)			
	C40-SVC-UNIT	9(2)			
	C40-SVC-WORK	9(2)			
18	C40-SVC-STAT	9(1)			
28	FILLER	X(8)		118	122
29	C40-CSMIS-IND	9(1)		126	126
	C40-CSMIS-DATA OCCURS 0 TO 1 TIMES				
13. 30	C40-SVC-LA	9(2)		127	128
15. 31	C40-SVC-ID (Provider ID)	X(9)		129	137
16. 32	C40-RESID-PROVIDER	X(9)		138	146

<div style="text-align: center;"> S D M / 7 0 RECORD DESCRIPTION SHEET </div>		PROJECT NUMBER:	119600		
		DATE:	07/02/96		
		PAGE:	3		
SYSTEM TITLE:		PART:			
PHASE:		SECTION:			
FILE NAME: C40		FILE NUMBER:			
RECORD NAME: C40 Case Service Record		RECORD LENGTH:			
BLOCK LENGTH:	FILE FORMAT:				
REMARKS:					
DE #	DATA ELEMENT NAME	PICTURE	USAGE	COLUMNS	
				FROM	TO
17 33	C40-SUPERVISE-IND	X(1)		147	147
12 34	C40-PLC-DT (YYYYMMDD)	9(8)		148	155
9 35	C40-COM-CO	9(2)		156	157
10 36	C40-COM-DT (YYYYMMDD)	9(8)		158	165
24 37	C40-COM-OFF	9(3)		166	168
8 38	C40-COURT-IND	X(1)		169	169
25 39	C40-SECURITY	9(2)		170	171
26 40	C40-OVERRIDE	X(1)		172	172
28 41	C40-NEED-SCORE	9(2)		173	174
2 42	C40-REF-SCR	9(1)		175	175
11 43	C40-ACC-DT (YYYYMMDD)	9(8)		176	183
27 44	C40-PROD-STAT	9(1)		184	184
14 45	C40-FND-SRC	9(1)		185	185
7 46	C40-HDCP	9(1)		186	186
20 47	C40-ADPT-TYP	9(1)		187	187
21 48	C40-ADPT-SUF	9(2)		188	189
6 49	C40-FCE-CODE	9(1)		190	190
23 50	C40-ARR-DT (YYYYMMDD)	9(8)		191	198
22 51	C40-SVCLCD	9(2)		199	200

SOURCE LISTING

COMPILED COMMENTS

380L
1

380L	1	SOURCE LISTING	REF LINE #	COMPILED COMMENTS
3894	05	RB-SSCSTAT	00894	STARTS IN CHARACTER POSITION
3895	05	RB-FS-DISABLED	00895	STARTS IN CHARACTER POSITION
3896	05	RB-FS-VETERAN	00896	STARTS IN CHARACTER POSITION
3897	05	RB-INC-SOURCE	00897	STARTS IN CHARACTER POSITION
3898	05	RB-EMPCD-CHANGE-DATE	00898	STARTS IN CHARACTER POSITION
3899	05	10 RB-EMPCD-CHG-CC	00899	STARTS IN CHARACTER POSITION
3900	05	10 RB-EMPCD-CHG-DT	00900	STARTS IN CHARACTER POSITION
3901	05	RB-EMPCD-CHG-IND	00901	STARTS IN CHARACTER POSITION
3902	05	RB-TRANRQ	00902	STARTS IN CHARACTER POSITION
3903	05	10 RB-TRANRQ	00903	STARTS IN CHARACTER POSITION
3904	05	10 RB-TRANRQ	00904	STARTS IN CHARACTER POSITION
3905	05	10 RB-TRANRQ	00905	STARTS IN CHARACTER POSITION
3906	05	15 RB-TRANRQ	00906	STARTS IN CHARACTER POSITION
3907	05	15 RB-TRANRQ	00907	STARTS IN CHARACTER POSITION
3908	05	10 RB-TRANRQ	00908	STARTS IN CHARACTER POSITION
3909	05	RB-EMPCD	00909	STARTS IN CHARACTER POSITION
3910	05	RB-SVAUTHIND	00910	STARTS IN CHARACTER POSITION
3911	05	RB-PPC-IND	00911	STARTS IN CHARACTER POSITION
3912	05	RB-PPC-IND	00912	STARTS IN CHARACTER POSITION
3913	05	RB-CITIZEN	00913	STARTS IN CHARACTER POSITION
3914	05	RB-FS-DOM	00914	STARTS IN CHARACTER POSITION
3915	05	RB-PA-DOM	00915	STARTS IN CHARACTER POSITION
3916	05	RB-SA-DOM	00916	STARTS IN CHARACTER POSITION
3917	05	FILLER	00917	STARTS IN CHARACTER POSITION
3918	05	RB-NOCESET	00918	STARTS IN CHARACTER POSITION
3919	05	RB-NOCESET	00919	STARTS IN CHARACTER POSITION
3920	05	RB-NOCESET	00920	STARTS IN CHARACTER POSITION
3921	05	RB-NOCESET	00921	STARTS IN CHARACTER POSITION
3922	05	RB-NOCESET	00922	STARTS IN CHARACTER POSITION
3923	05	RB-NOCESET	00923	STARTS IN CHARACTER POSITION
3924	05	RB-NOCESET	00924	STARTS IN CHARACTER POSITION
3925	05	RB-NOCESET	00925	STARTS IN CHARACTER POSITION
3926	05	RB-NOCESET	00926	STARTS IN CHARACTER POSITION
3927	05	RB-NOCESET	00927	STARTS IN CHARACTER POSITION
3928	05	RB-NOCESET	00928	STARTS IN CHARACTER POSITION
3929	05	RB-NOCESET	00929	STARTS IN CHARACTER POSITION
3930	05	RB-NOCESET	00930	STARTS IN CHARACTER POSITION
3931	05	RB-NOCESET	00931	STARTS IN CHARACTER POSITION
3932	05	RB-NOCESET	00932	STARTS IN CHARACTER POSITION
3933	05	RB-NOCESET	00933	STARTS IN CHARACTER POSITION
3934	05	RB-NOCESET	00934	STARTS IN CHARACTER POSITION
3935	05	RB-NOCESET	00935	STARTS IN CHARACTER POSITION
3936	05	RB-NOCESET	00936	STARTS IN CHARACTER POSITION
3937	05	RB-NOCESET	00937	STARTS IN CHARACTER POSITION
3938	05	RB-NOCESET	00938	STARTS IN CHARACTER POSITION
3939	05	RB-NOCESET	00939	STARTS IN CHARACTER POSITION
3940	05	RB-NOCESET	00940	STARTS IN CHARACTER POSITION
3941	05	RB-NOCESET	00941	STARTS IN CHARACTER POSITION
3942	05	RB-NOCESET	00942	STARTS IN CHARACTER POSITION
3943	05	RB-NOCESET	00943	STARTS IN CHARACTER POSITION
3944	05	RB-NOCESET	00944	STARTS IN CHARACTER POSITION
3945	05	RB-NOCESET	00945	STARTS IN CHARACTER POSITION
3946	05	RB-NOCESET	00946	STARTS IN CHARACTER POSITION
3947	05	RB-NOCESET	00947	STARTS IN CHARACTER POSITION
3948	05	RB-NOCESET	00948	STARTS IN CHARACTER POSITION

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SNUIB 9597U (PP) 02/09/95

97U 01 PROGRAM-ID: RECODES COMPILED 95-02-08 12 97HIS 6000 COBOL SUB-E 8C02.5

PAGE 00026

1# SOURCE LISTING

1#	SOURCE	LISTING	REF LINE #	COMPILER	COMMENTS
9949	10 RB-CSHIS-IND	PIC 9.	00949	STARTS IN CHARACTER POSITION	154
9950	10 RB-ELGSTAT	PIC 9.	00950	STARTS IN CHARACTER POSITION	155
9951	10 RB-STACT-DATE	PIC 99.	00951	STARTS IN CHARACTER POSITION	156
9952	15 RB-STACT-CC	PIC 99.	00952	STARTS IN CHARACTER POSITION	157
9953	20 RB-STACT-DT	PIC 99.	00953	STARTS IN CHARACTER POSITION	158
9954	20 RB-STACT-MY	PIC 99.	00954	STARTS IN CHARACTER POSITION	159
9955	20 RB-STACT-TH	PIC 99.	00955	STARTS IN CHARACTER POSITION	160
9956	20 RB-STACT-DD	PIC 99.	00956	STARTS IN CHARACTER POSITION	161
9957	10 RB-REG-PEND	PIC 9.	00957	STARTS IN CHARACTER POSITION	162
9958	10 RB-GA-PERG	PIC 9.	00958	STARTS IN CHARACTER POSITION	163
9959	10 RB-R-CHD-SUPP	PIC 99.	00959	STARTS IN CHARACTER POSITION	164
9960	10 RB-EI-CODE	PIC 99.	00960	STARTS IN CHARACTER POSITION	165
9961	10 RB-TPR	PIC 99.	00961	STARTS IN CHARACTER POSITION	166
9962	10 RB-TPR	PIC X(2)	00962	STARTS IN CHARACTER POSITION	167
9963	10 RB-TPR	PIC X(2)	00963	STARTS IN CHARACTER POSITION	168
9964	10 RB-TPR	PIC X(2)	00964	STARTS IN CHARACTER POSITION	169

*****END COPY OF CISOBO VERSION 04 CATALOGED ON 11-30-92

LINE #

Q.B.5

PAGE 7

IBOL	SOURCE	LISTING	REF	COMPILER	COMMENTS
1340	05 CB-GA-PRG	PIC X.	00340	STARTS IN CHARACTER POSITION	49
1341	05 CB-NEWREIN	PIC X.	00341	STARTS IN CHARACTER POSITION	50
1342	05 CB-PAC101	PIC 99.	00342	STARTS IN CHARACTER POSITION	51
1343	10 CB-PAC1-YY	PIC 99.	00343	STARTS IN CHARACTER POSITION	52
1344	10 CB-PAC1-HH	PIC 99.	00344	STARTS IN CHARACTER POSITION	53
1345	10 CB-PAC1-DD	PIC 99.	00345	STARTS IN CHARACTER POSITION	54
1346	05 CB-REC-PEND	PIC X.	00346	STARTS IN CHARACTER POSITION	55
1347	05 CB-REC-ATUUS	PIC X.	00347	STARTS IN CHARACTER POSITION	56
1348	10 CB-PAH1A-S1A1	PIC 9.	00348	STARTS IN CHARACTER POSITION	57
1349	10 CB-FS-S1A1	PIC 9.	00349	STARTS IN CHARACTER POSITION	58
1350	10 CB-GA-S1A1	PIC 9.	00350	STARTS IN CHARACTER POSITION	59
1351	10 CB-CC-S1A1	PIC 9.	00351	STARTS IN CHARACTER POSITION	60
1352	10 CB-HOS-S1A1	PIC 9.	00352	STARTS IN CHARACTER POSITION	61
1353	10 CB-SV-S1A1	PIC 9.	00353	STARTS IN CHARACTER POSITION	62
1354	10 CB-CHUD-SOP	PIC X.	00354	STARTS IN CHARACTER POSITION	63
1355	10 CB-UNBORN	PIC 9.	00355	STARTS IN CHARACTER POSITION	64
1356	05 CB-CHILD-CARE-S1A1	PIC 9.	00356	STARTS IN CHARACTER POSITION	65
1357	05 CB-PAEFF01	PIC 99.	00357	STARTS IN CHARACTER POSITION	66
1358	10 CB-PAEFF-YY	PIC 99.	00358	STARTS IN CHARACTER POSITION	67
1359	10 CB-PAEFF-HH	PIC 99.	00359	STARTS IN CHARACTER POSITION	68
1360	10 CB-PAEFF-DD	PIC 99.	00360	STARTS IN CHARACTER POSITION	69
1361	05 CB-RE01	PIC 99.	00361	STARTS IN CHARACTER POSITION	70
1362	10 CB-RE-YY	PIC 99.	00362	STARTS IN CHARACTER POSITION	71
1363	10 CB-RE-HH	PIC 99.	00363	STARTS IN CHARACTER POSITION	72
1364	10 CB-RE-YY	PIC 99.	00364	STARTS IN CHARACTER POSITION	73
1365	10 CB-RE-HH	PIC 99.	00365	STARTS IN CHARACTER POSITION	74
1366	10 CB-RE-YY	PIC 99.	00366	STARTS IN CHARACTER POSITION	75
1367	10 CB-RE-HH	PIC 99.	00367	STARTS IN CHARACTER POSITION	76
1368	05 CB-ACC1-R1YPE	PIC X.	00368	STARTS IN CHARACTER POSITION	77
1369	05 CB-SEC-DEP	PIC X.	00369	STARTS IN CHARACTER POSITION	78
1370	05 CB-NEGAC1DD	PIC 99.	00370	STARTS IN CHARACTER POSITION	79
1371	10 CB-NEGAC1DD	PIC 99.	00371	STARTS IN CHARACTER POSITION	80
1372	10 CB-NEGAC1DD	PIC 99.	00372	STARTS IN CHARACTER POSITION	81
1373	10 CB-NEGAC1DD	PIC 99.	00373	STARTS IN CHARACTER POSITION	82
1374	10 CB-NEGAC1DD	PIC 99.	00374	STARTS IN CHARACTER POSITION	83
1375	10 CB-NEGAC1DD	PIC 99.	00375	STARTS IN CHARACTER POSITION	84
1376	05 CB-TRANSNO	PIC X.	00376	STARTS IN CHARACTER POSITION	85
1377	10 CB-TRANSNO	PIC X.	00377	STARTS IN CHARACTER POSITION	86
1378	10 CB-TRANSNO	PIC X.	00378	STARTS IN CHARACTER POSITION	87
1379	10 CB-TRANSNO	PIC X.	00379	STARTS IN CHARACTER POSITION	88
1380	10 CB-TRANSNO	PIC X.	00380	STARTS IN CHARACTER POSITION	89
1381	10 CB-TRANSNO	PIC X.	00381	STARTS IN CHARACTER POSITION	90
1382	10 CB-TRANSNO	PIC X.	00382	STARTS IN CHARACTER POSITION	91
1383	10 CB-TRANSNO	PIC X.	00383	STARTS IN CHARACTER POSITION	92
1384	10 CB-TRANSNO	PIC X.	00384	STARTS IN CHARACTER POSITION	93
1385	10 CB-TRANSNO	PIC X.	00385	STARTS IN CHARACTER POSITION	94
1386	05 CB-E-I-DATE	PIC 99.	00386	STARTS IN CHARACTER POSITION	95
1387	10 CB-E-I-DATE	PIC 99.	00387	STARTS IN CHARACTER POSITION	96
1388	10 CB-E-I-DATE	PIC 99.	00388	STARTS IN CHARACTER POSITION	97
1389	05 CB-E-I-DATE	PIC 99.	00389	STARTS IN CHARACTER POSITION	98
1390	05 CB-E-I-DATE	PIC 99.	00390	STARTS IN CHARACTER POSITION	99
1391	05 CB-E-I-DATE	PIC 99.	00391	STARTS IN CHARACTER POSITION	100
1392	05 CB-E-I-DATE	PIC 99.	00392	STARTS IN CHARACTER POSITION	101
1393	05 CB-E-I-DATE	PIC 99.	00393	STARTS IN CHARACTER POSITION	102
1394	05 CB-E-I-DATE	PIC 99.	00394	STARTS IN CHARACTER POSITION	103

357U C1-PROGRAM-ID: RECORDS COMPILED 95-02-08 12.97HIS 6000 COBOL SUB-E 8C02.5				PAGE 00012	
0800 LINE	SOURCE LISTING	REF LINE	COMPILER COMMENTS		
3395	10 CB-CITY	PIC X(15).	STARTS IN CHARACTER POSITION	139	
3396	10 CB-STATE	PIC X(5).	STARTS IN CHARACTER POSITION	139	
3397	10 CB-ZIP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3398	05	00397	STARTS IN CHARACTER POSITION	139	
3399	05	00398	STARTS IN CHARACTER POSITION	139	
3400	10 CB-CITY	PIC X(15).	STARTS IN CHARACTER POSITION	139	
3401	10 CB-STATE	PIC X(5).	STARTS IN CHARACTER POSITION	139	
3402	10 CB-ZIP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3403	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3404	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3405	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3406	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3407	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3408	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3409	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3410	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3411	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3412	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3413	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3414	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3415	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3416	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3417	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3418	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3419	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3420	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3421	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3422	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3423	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3424	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3425	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	
3426	10 CB-LEGGRP	PIC 9(5).	STARTS IN CHARACTER POSITION	139	

*****END COPY OF CISC00 VERSION 09 CATALOGED ON 12-28-92

LINE	REF	SOURCE LISTING	COMPILER	CONTAINS	CHARACTERS	WORDS
001	00122-2	COPY CY2122-2				
002	00122-2	HISTORY RECORD				
003	00122-2	REVISOR				
004	00122-2	05/23/80				
005	00122-2	001-HIST-ISP-KEY				
006	00122-2	10 DB-HIST-CASE-NO				
007	00122-2	10 DB-HIST-REC-TYPE				
008	00122-2	10 DB-HIST-HIST-KEY				
009	00122-2	10 DB-HIST-PROCESS-DATE				
010	00122-2	001-TRANSACTION-NO				
011	00122-2	10 DB-OPEN-DATE				
012	00122-2	10 DB-OPEN-CV				
013	00122-2	10 DB-OPEN-YV				
014	00122-2	10 DB-OPEN-JJ				
015	00122-2	10 DB-CLOSE-DATE				
016	00122-2	10 DB-CLOSE-C				
017	00122-2	10 DB-CLOSE-JJ				
018	00122-2	10 DB-CLOSE-YY				
019	00122-2	10 DB-CLOSE-YY				
020	00122-2	10 DB-CLOSE-YY				
021	00122-2	10 DB-CLOSE-YY				
022	00122-2	10 DB-CLOSE-YY				
023	00122-2	10 DB-CLOSE-YY				
024	00122-2	10 DB-CLOSE-YY				
025	00122-2	10 DB-CLOSE-YY				
026	00122-2	10 DB-CLOSE-YY				
027	00122-2	10 DB-CLOSE-YY				
028	00122-2	10 DB-CLOSE-YY				
029	00122-2	10 DB-CLOSE-YY				
030	00122-2	10 DB-CLOSE-YY				
031	00122-2	10 DB-CLOSE-YY				
032	00122-2	10 DB-CLOSE-YY				
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034	00122-2	10 DB-CLOSE-YY				
035	00122-2	10 DB-CLOSE-YY				
036	00122-2	10 DB-CLOSE-YY				
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117	00122-2	10 DB-CLOSE-YY				
118	00122-2	10 DB-CLOSE-YY				
119	00122-2	10 DB-CLOSE-YY				
120	00122-2	10 DB-CLOSE-YY				

CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Project Analyst:	Pat Wilson
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Statewide Foster Care, Adoption, and Delinquency Data
Conversion AMENDMENT

8/12/1998

This requirement has been amended to indicate the data elements which will be supplied by CWFIS / Model Payments at the time of SWSS conversion.

To insure that the current payment authorization is being converted correctly the following data elements are required.

Service Code	4 digit numeric
Total Daily Rate	6 digit numeric

These 4 data elements will populate fields on Payment Screen of SWSS.

Authorization Begin Date required	8 digit numeric
DOC Level or Medically Fragile Level conditional – default 0	1 digit alpha
Number of Ward's Dependent Children conditional – default 0	1 digit numeric
Independent Living Mail to Code conditional – default 1	1 digit numeric

The following data element is carried on the Placement Screen

Administrative Rate Only Indicator conditional – default N	1 digit alpha
--	---------------

Authorization End Date – This is the same as the Funding Source Redetermination date carried on CIS C40 record as SVREDT. Conversion of this date should not be necessary from CWFIS but should populate the payment screen as the Authorization End Date from the CIS conversion.

SIGNATURES

	Signature	Date
SWSS Project Analyst:		
SWSS Project Supervisor:		
CWFIS Project Supervisor:		
BuIS Analyst:		

Memos

Memos which have reference to conversion are contained within the module to which they primarily apply: They are:

11/6/98 Companionating Converted Cases in SWSS

2/2/99 Medicaid Module – changes to conversion

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki

Date: September 30, 1997

From: Mary Ann Jensen

Subject: Foster Care/Adoption/Delinquency Conversion

This is in response to the questions raised during the review of the above requirements package. We did have one general comment on the assumption that two conversions will be needed: one from CIS and one from CSMIS. We would suggest that it may be easier to use the tape file that is generated by CIS to update CSMIS and then convert the CSMIS data. A meeting with Greg Broemmell and his staff may be appropriate to discuss options.

What field on CIS determines if the case is Foster Care, Adoption or Delinquency?

Services Program #2, Community Placement for Children, status 2 (active), identifies the Foster Care and Adoption Cases. The determination as whether the case is a foster care case or an adoption case is handled by the Target Group/Legal Status codes.

Foster Care Target Groups are 41, 42, 44, 45, 48 and 51.

Adoption Target Groups are 43 and 49.

Services Program #4, Delinquency Services, status 2 (active), identifies the Delinquency Cases. No further delineation by Target Group/Legal Status is necessary for this program.

For Adoption cases, is the closed CIS and CSMIS data needed? Yes. The closed foster care case data is needed.

How do we link a closed Foster Care case with a pending Adoption Case?

CIS/CSMIS requires the inclusion of a "prior case number" when opening an Adoption case. The prior case number is to be the Foster Care case number. If there was no Foster Care case, Z9999999Z is to be entered. If staff have followed this procedure, it should be easy to link the two cases.

How do we handle a case that is open to Foster Care and Delinquency at the same time but just has a different case number suffix?

The Foster Care case is to be closed unless it is an Adoption Case. The Foster Care worker is to be listed as the secondary worker on the delinquency case. Please see attached 9/9/97 memo for more details.

How do we determine history for Delinquency cases?

There are only certain items for which history is kept on CSMIS. These are target group/legal status, commitment/rearrest offense, arrest dates, living arrangement, provider number and placement date. Since the CSMIS data base is a sequential data base in transaction date order, it should be a matter of comparing each transaction to determine which to convert. If the case was active in the foster care program, all history, including the foster care history, is to be converted. CSMIS keeps all history by case number. It makes no distinction between Children's Services programs.

I don't think the placement screens are going to allow a worker to update old placement information, so we shouldn't allow that on converted cases either.

The Correction process should (must) allow a worker to correct placement information if it is incorrect. The same is true for the conversion process. We already know there is wrong information on CSMIS because there is no correction process.

Taking a single field for name and trying to break it up based on spaces is going to give some awkward looking names. (ex. Van Hueson John P and VanHueson John P would be different.)

As I understand the issue, CIS has one data field for name. This field contains the entire name and does not differentiate between last, first and middle names. We are not sure of the best way to convert this information to SWSS; breaking the field up based on spaces was one suggestion. A meeting is needed to discuss this is probably in order. The BuIS Services Team (Greg Broemmell and Company) should be included since they will have to assist in this conversion effort.

A conversion schedule needs to be developed.

We agree. Since conversion will be staggered based on training and implementation, the conversion schedule will have to be coordinated with the training schedule.

To: Nancy Presocki
From: Jim Alger
Date: 09/23/97
Subject: Development Effort for Foster Care/Adoption/Delinquency Conversion(C-1 rev.)

13 Weeks

Overview

The original C-1 requirements document was reviewed and responded to on June 13th, 1997. The document was then revised and resubmitted for our analysis and response. In responding to this revision, I will incorporate the information from the original evaluation as well as the additional points of interest from the revised requirements document.

To bring the entire state up live on SWSS for Foster Care, Adoption, and Delinquency requires that we extract CIS and CSMIS data from the BULL mainframe. The CIS data extracted will be for active services programs 2 and 4. The historical data for each of these cases, if it exists, will be created from the CSMIS database. In addition to this, we must also allow workers to extract information from the existing "PS to Foster Care" transfer database which resides in SWSS, and append it to their converted cases. This will essentially consist of 5-day packet information which is not currently stored on the mainframe, thus avoiding overwriting fields in the newly created cases. Screen development will have to take place to allow workers to preview this 5-day packet information before accepting it into their cases. This inclusion of the data already stored in SWSS will be complicated since SWSS is distributed by county in a MAPPER database, and the new Foster Care system will be implemented in a regional server configuration in an Oracle database.

Questions and Concerns

- ◆ What field on CIS determines if the case is Foster Care, Adoption, or Delinquency.
- ◆ For Adoption cases, is the closed CIS and CSMIS data needed?
- ◆ How do we link a closed Foster Care case with a pending Adoption case?
- ◆ How do we handle a case that is open to Foster Care and Delinquency at the same time but just has a different case number suffix?
- ◆ How do we determine history for Delinquency cases?
- ◆ I don't think the placement screens is going to allow a worker to update old placement information, so we shouldn't allow that on converted cases either.
- ◆ Taking a single field for name and trying to break it up based on spaces is going to give some awkward looking names.(ex: Van Hueson John P and VanHueson John P would be different)
- ◆ A conversion schedule needs to be developed.

Estimation of Development Effort

7 Weeks - to create and test the programs that would convert CIS and CSMIS information.

4 Weeks - to develop screens to allow the review of SWSS 5-day packet information for acceptance as additional information from SWSS to be added to the converted case.

2 Weeks - to develop the interface from the SWSS county Unix machines to the Regional Server Oracle environment.

10 Weeks - to complete the full conversion effort.

Cooperation with the policy office during this development and testing process is imperative to perform a successful conversion.

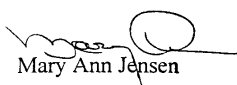
STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

fx 2

MEMORANDUM

To: Nancy Presocki

Date: October 8, 1997

From:  Mary Ann Jensen

Subject: Foster Care/Adoption/Delinquency Conversion

This is to provide additional clarification to my September 30, 1997 memo.

Target Group 52, Dual Ward, defines a youth who is both an Act 150 Delinquent and an MCI ward. This case transfers from the Foster Care module to the Delinquency module. All foster care information is to be available in the Delinquency module. The Foster Care Worker (if different than the Delinquency Worker) is to be listed as the secondary worker on the case. The Legal Info needs to contain both the Neglect/Abuse and the Delinquency court activities. The foster care worker will need access to the Delinquency case to maintain and update any foster care information. Delinquency SDM will be used instead of Foster Care SDM. If the Act 150 wardship is dismissed before the youth turns 19, the case must be returned to the Foster Care module as the MCI wardship remains in effect until age 19.

Target Group 50, Non-Ward delinquency petition filed, is handled in the Delinquency module. These are the Pre-Sentence Investigation cases. See Requirements X-2.

With regard to the recording of prior (foster care) case numbers for adoption cases, I'm not clear what a "quick survey" would accomplish. We could ask that someone write a program to review the CSMIS data base to see if every case number which has a closing code of "placed for adoption" shows up as a prior case number on an adoption opening. This would tell us if we already have a continuity problem.

Do you want to set up a meeting to discuss the "name" data field issue?

SA

Topics for Conversion Meeting
August 18, 1998 – With answers added

The following were identified as **MAJOR AREAS TO BE RESOLVED:**

Funding Determination – how to convert a current funding source and allow for a redetermination without doing an initial determination on SWSS. See items # 3 and 4. Prashant Bendre is looking into how this can be done.

Reporting AFCARS on cases that close during the report period, prior to SWSS implementation. See item # 7. Will be on the agenda for next Status and Critical Issues Meeting.

Super User's – define what they will need to do. Item # 8. If a need is identified it will be handled by the Data Base people.

Adoption disruptions and how to tie the foster care case to the adoption case to be reopened. See item # 11. Carol Kraklan and Melissa Lonsberry are looking into this.

Policy Issue – mandating SWSS generated forms as the CIS input documents. See item # 14. Mary Ann Jensen will be sure this is included in policy revisions.

Changes on CIS, which will happen as a Big Bang, before SWSS can be implemented, and how this affects the SWSS roll out. It is unknown who is following up on this. This will be looked into by Mary Ann Jensen and Julie Tubbs-Lott.

Answers to Topics discussed:

1. Where is the programming for conversion of CIS and CSMIS data at now?

Answer: Prashant says this is almost ready to go.

2. Where does the programming for conversion of information in the Transfer from PS stand?

Answer: This is being called Reconciliation and it is not done. There is not time estimate on how long the development of this will take. The plan continues to be that the worker will be able to look at the information in the transfer and choose by data group to accept the data or not. To do this the workers will need to be trained on where to ask for the data coming from the PS transfer.

3. Can fields in SWSS be populated by data via conversion without hitting edits?

For example: an open case has a funding source already. Will SWSS allow a funding source to be converted without going through the funding determination process? Will a worker be able to do a redetermination of funding on SWSS without doing an original funding determination?

Answer: The edits will not get in the way. There was much discussion on accepting the current funding source and not making the worker go through another funding determination process. It was suggested by Mary Ann Jensen that the question be asked at the time of Redetermination: Does the original FIA

352 indicate Title IVE (ADC-F) eligibility? This would mean that some edits would be disabled until it was time to do a redetermination of funding.

4. There are questions in Funding Determination and Redetermination which need to be asked after certain ages, some for age 16 and 17, some for over age 18. How / where will those questions be answered? These questions also have to do with Education. Where does a case, which is converted and has a Service Pay Code (necessary to continue payment after age 18) fit in to this?

Answer: the questions have been taken out of Education and are asked in funding. The questions will be asked when a redetermination is done.

5. Darl's Funding Determination Requirements bring up another conversion issue. "... the redetermination process for MCI wards we need to know if there was a statement of reasonable efforts in the order terminating parental rights or the order committing the youth to the agency. We can develop a response needed into SWSS but this will not catch MCI wards, legal status 44, upon conversion. It has been suggested that after conversion, for cases having legal status 44 and 52, the first time a redetermination of eligibility is completed, a question of reasonable efforts will pop up which the worker can respond to." Has this been remembered and programmed?

Answer: The reasonable effort question has been put in Legal, it is not in funding. It will continue to pop up for legal status' 41, 44 and 52.

6. What about when the codes don't match between CIS and SWSS / AFCARS? I.e. CIS handicap codes 6 (learning disabilities) and 7 (speech and language impaired) do not match what is reported to AFCARS.

Answer: This becomes a training issue that CIS codes 6 and 7 will not convert into handicap codes, this information will be picked up in Education, collected on the Conversion / AFCARS Data Collection form.

7. Will it be necessary to convert cases that close after 10/1/98 in order to report AFCARS correctly?

Answer: Something needs to be put in writing about the conversion of data on-closed cases. This needs further discussion and will be on the agenda for the next Status and Critical Issues meeting. Nancy Presocki suggested that it may be possible for Greg Broemmel to write a separate file.

8. How do conversion issues affect Super User's – are there areas which will need clean up? If so who will do it?

Answer: Bonnie says No Super User's, but that didn't seem to eliminate the concern that there may be a need for this function. It was agreed that this needs

more consideration and a definition of what the Super User will need to be able to do must be put in writing.

9. Dual wards have 2 workers, can SWSS handle that? How does it know which is primary and which is secondary?

Answer: Both workers will convert if they are on CIS. Otherwise it will be up to the supervisor to enter the second worker on the case. This becomes a training issue for supervisors.

The following are taken from requirements. They are included here to be sure they are considered in preparing for conversion. The conversion of elements included in the Conversion Requirements have not been included.

10. The education requirements state that there are no conversion issues. This data will have to be entered by workers when they obtain SWSS. Have all the data elements been included in the Conversion / AFCAR collection form?

Answer: This information is included on the Conversion / AFCARS form.

11. Adoption History Requirements: "History from CIS CSMIS will not be converted into SWSS for adoption. If the Adoption is disrupted, the child is returned to Foster Care. The old Foster Care case is reopened. The placement Begin and End Dates and Living Arrangement code should display in the Foster Care Placement History, but the adoptive parents names should not be shown. Legal Information on the Adoption case will also need to transfer back to the foster care case." Has this been included in how conversion will work?

Answer: This is a messy area that needs more discussion. Suggestions included bringing over the foster care case on all open adoption cases at the time of conversion. Or that this will need to be an Add New situation, adding the old foster care case if a disruption occurs. An additional concern is how to reopen the foster care case with the same foster care case number.

12. From the Foster Care and Adoption Legal Information Requirements (3/26/98) "ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 41, 44, 46. An explanation is attached in my specifications."

Answer: This is covered in item # 5. Legal statuses are 41, 44, and 52. 46 would not apply according to Mary Ann Jensen.

13. From the Delinquency Legal Information Requirements (4/15/98)) "ADC-FC Eligibility questions will also need to be asked if the TG/Legal Status is 46 or 52. An explanation is attached in my specifications."

Answer: same as above in # 12.

14. From the Contract Agency Foster Care Data Reply Requirements (4/15/98)
"There are some conversion issues relating to AFCARS as not all of the data that needs to be reported to AFCARS is currently being gathered. This info has to be gathered and the cases active in foster care at the time of the conversion will have to be updated by 3/31/99 in order to be in compliance with AFCARS reporting requirements."

Answer: If the case is active at the time of conversion all AFCARS data must be entered before the case can be closed. Discussion of closing a case on CIS and not on SWSS came up. A "message from on high" or a policy change that requires the use of SWSS generated forms as CIS input documents will be needed. This message / policy change will also have to require that all AFCARS data must be added by 3/31/99.

15. Tickler Requirements listed no conversion issues. However will Ticklers be created from the dates which are converted? I.e. if there is going to be a tickler reminding the worker that the Funding Redetermination is due, will the conversion of a due date create a tickler?

Answer: This will not be a problem for the Funding Redetermination due date. There was discussion on the UPS or Quarterly Review date. It will be converted but it was unclear where it would be in SWSS. Mickey and Prashant were able to determine where this would be kept and the tickler produced from the date.

The other requirement packages either listed nothing in the category of "9. Dependencies. List any dependencies. Include conversion." Or the mention was of data elements expected to convert from CIS, CSMIS or the Transfer from PS.

OTHER AREAS WHICH CAME UP INCLUDED:

If a code is wrong on CIS will conversion just not happen? The example was Eligibility: only 6, 7 and 13 can be used in SWSS but there are cases that have other eligibility codes. Carol Kraklan will ask Julie to do a run to find out how many cases this involves, for this element. But there may be other elements this will occur on! This becomes a training issue also.

A dummy provider number of 10 is used in placement history where the provider was not paid and therefore has no BG number. This will need explanation in training and in the screen messages if this shows up in the history.

Another training issue will be that workers will need to do a case opening on SWSS, even though the case is open and on going on CIS. How long will the workers have to do the case opening?

The following Service Request was scanned in due to clarification of Item 1. Which was highlighted. The following wording is not readable due to the highlighting: 1. Handicap – We don't need to add a code to the Handicap codes. SWSS will not use these codes for AFCARS but for Special Education codes. AFCARS will use the federally defined codes and not mix with the special ed. codes.

	SDM/70 SERVICE REQUEST	DATE RECEIVED: _____ SR NUMBER: _____ 200008 addendum PROJECT NUMBER: _____
PROJECT TITLE: _____		
REQUESTOR: _____	PHONE: () _____	DEPARTMENT: _____
LIAISON: _____	PHONE: () _____	CHARGE TO ACC. NO. _____
SPECIFIC DATE REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES DATE REQUIRED: _____ REASON FOR REQUIRED DATE: _____		REQUESTOR APPROVALS _____ _____ _____

DESCRIPTION OF NEED OR PROBLEM

After much discussion it has been decided that the following changes are needed to the Service Request 200008, CIS/CSMIS/ASSIST changes needed for SWSS:

~~_____~~

2. Close Code-still need these changes.
3. Legal Status-We don't need to add a new legal status code. This code will be on SWSS but will convert to an already defined code on CIS.
4. (blank)
5. Need to still do-change edit about previous case #.
6. Can't do now (needs to be put on the To Do List for ASSIST).
7. Still need to be able to register and open in both program 2 and 4 (children's case can be both delinquency and adoption.) Delete last sentence about closing and legal status, not do

TANGIBLE & INTANGIBLE BENEFITS

8. Not able to keep the foster care case open through adoption on CIS. Do a Plan B--On SWSS keep foster care case open through adoption but create false closing, registering and opening on ASSIST and CIS. When case is placed for adoption and the legal status changes to adoption then SWSS will automatically print a foster care and medicaid closing 5S, then a registering 133 for adoption and an opening 5S for adoption. SWSS will have to get the new case #, name, recip ID, and new SSN.
9. CY- Reports--If a kid is in both delinquency program and adoption we would still count the kid by their legal status and the legal status would be a delinquency one. So, we would count the kid only once and by what their legal status is.

ESTIMATED COST OF PERFORMING FUNCTION WITHOUT EDP SUPPORT (PER YEAR)		COST DATA		OTHER PERTINENT COST DATA	
		\$	_____		
PERCENT COST SAVINGS IF EDP SYSTEM IS AVAILABLE			_____		
NUMBER OF PERSONNEL REDUCTION POSSIBLE			_____		
COMPLETED BY EDP					
TYPE OF PROJECT	<input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR	APPLICABLE	<input type="checkbox"/> SRD <input type="checkbox"/> SD <input type="checkbox"/> O	<input type="checkbox"/> SES <input type="checkbox"/> SIS	<input type="checkbox"/> TEST <input type="checkbox"/> PD
	SDM DOCUMENT	<input type="checkbox"/> ABBREVIATE D	<input type="checkbox"/> ENHANCEMENT	<input type="checkbox"/> UG/OG	<input type="checkbox"/> PIR
				<input type="checkbox"/> MAINTENANCE	

☐ RETURNED TO USER REASON:

Test Plans

Test Plan Created by Policy

From Carol Kraklan's Test Plan document

Overall Test Case Scenarios

CIS/CSMIS Conversion-Foster Care

CIS/CSMIS Conversion-Adoption (Is FC history there)

CIS/CSMIS Conversion-JJ

CIS/CSMIS Conversion and CPS Transfer Conversion-FC (Is all transfer information there?)

The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should change Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the 5S.

Special Education Code	CIS/CSMIS Conversion	AFCARS Code
HI-Hearing Impaired	2-Hearing Impaired	Visually/Hearing
AI-Autism	1-Emotionally Impaired	Emotionally IM.
EI-Emotionally Im.	1-Emotionally Im.	Emotionally Im.
EMI-emot. & Ment.	5-Multiply Im.	Emotionally Im.
LD-Learning Dis.	6-Specific Learning Dis.	None
POHI-Physically/otherw.	4-Physically/otherwise	Physically Disab.
PPI-Preprimary Im.	5-Multiply Im.	Could be any
SLI-Speech and Lang.	7-Speech and Lang.	None
SMI-Severely Ment. Im.	3-Mentally Im.	Mental Im.
SXI-Severely Multi. Im.	5-Multiply Im.	Could be any
TMI-Trainably Ment. Im.	3-Mentally Im.	Mentally Im.
VI-Visually Impaired	8-Visually Im.	Visually/hearing
No Sp. Ed. Code	9-None	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Conversion Data

Element for all Programs	Screen
Case Number	Child Data
Assigned Worker	Member Info.
Secondary Worker	Member Info.
Last Name	Member Info.
First Name	Member Info.
Middle Initial	Member Info.

Resident County	Child Data
Resident District	Child Data
Referral Source	Child Data
Open Date	Child Data
Acceptance Date	Child Data (Initial Acceptance date from either CPS or Court)
Eligibility	Displayed on Child Data
Goal	Child Data
Goal Status	Child Data
FC Event	Child Data-(Only valid for FC)
Handicap	Child Data ??
Date of Birth	Child Data
Sex	Child Data
SNN	Child Data
Race	Child Data
CID	Child Data
Court Indicator	Court Information(Not valid for Adoption)
Target Group/Legal Status	Court Information (History is converted)
County of Commitment	Court Information (Dependent on Legal Status 44, 45,45 or 52,
L/S	52 will have two Counties of Commitment)
Commitment Date	Court Information (Dependent on Legal Status 44, 45,45 or 52,
L/S	52 will have two Commitment Dates)
Acceptance Date	Court Information (Dependent on Legal Status 41, 44, 45, 46 or
52,	L/S 41, 44, 45, & 46 will have two Accept.
	Dates-See Child Data for first Accept. Date,
	L/S 52 will have two 3 Acceptance Dates-
See	Child Date for first Accept. Date)
Placement Date	Placement Information (History is converted)
Living Arrangement	Placement Information (History is converted)
Funding Source	Placement Information (History is converted)
Provider ID	Placement Information (History is converted)
Secondary Provider ID	Placement Information (History is converted)
Supervising Agency Ind. Code	Display on Screen but not an input field-(Dependent upon Provider
	Type in SWSS)

Removal Conditions

See attached for removal conditions. These should prefill correctly from CPS transfer. Otherwise they are required for Addnew cases and converted cases. They are not required for Adoption cases, except for conversion cases.

11.3 Test Plan Created by SWSS Development

Email

<LondonS2@state.mi.us>, <PRESOCKIN@state.mi.us>, THELENT@state.mi.us
"Mary Ann Jensen" JENSENM2@state.mi.us dated: 9/21/99
Conversion of MPS/CWFIS codes time: 4:39 pm

Jim and Bob have convinced me that we do not need to convert DOC Level, Number of Ward's Dependent Children and Independent Living Mail to Code from MPS to the SWSS Payment Module.

Users will be able to input the correct information when generating the first FIA-626 on a converted case. After that SWSS will maintain a history of payment authorization requests.

As the Conversion Requirements Document is reviewed, this revision will be made.

A 3

From: Paula PALMATIER
To: DSS.BUIS (HADICKM3), DSS2.CFS1(KRAKLANC2)
Date: 10/31/98 10:32am
Subject: Handicap -Reply

I did not make any changes to the screen based on the email below. I had made changes a while back based on the discussion Mick, Carol and I had in the documentation room. Carol, now that you have the newest child data screen, does it look like we are covered? Mental Retardation is no longer on the screen.

>>> Carol Kraklan 10/22/98 10:36am >>>
The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should change Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the 5S.

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EI-Emotionally Im.	1-Emotionally Im.	Emotionally Im.
EMI-emotionally and Mentally	5-Multiply Im.	Emotionally Im.
LD-Learning Dis.	6-Specific Learning Dis.	None
POHI-Physically/otherwise	4-Physically/otherwise	Physically Disab.
PPI-Preprimary Im.	5-Multiply Im.	Could be any
SLI-Speech and Lang.	7-Speech and Lang.	None
SMI-Severely Mentally Im.	3-Mentally Im.	Mental Im.
SXI-Severely Multi. Im.	5-Multiply Im.	Could be any
TMI-Trainably Mentally Im.	3-Mentally Im.	Mentally Im.
VI-Visually Impaired	8-Visually Im.	Visually/hearing
No Sp. Ed. Code	9-None	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Please let me know if you have any questions.

CC: DSS.BUIS (LONDONS2, PRESOCKIN), DSS2.CFS1(JENSENM2,...

A/S

From: Mary Ann Jensen
To: DSS.BUIS (HADICKM3, PALMATIERP), KRAKLANC2
Date: 10/22/98 3:27pm
Subject: Handicap -Reply

I think this means we don't need to add 0 (Unable to determine) to the Handicap codes on CIS/CSMIS. Right???

>>> Carol Kraklan 10/22/98 10:36am >>>

The Handicap codes on the Child Data screen do not need to be changed for conversion to CIS/CSMIS codes; although we should change Mental Retardation to Mental Impairment. We will continue to report these codes to AFCARS.

The Special Education Codes on Education should convert to the CIS/CSMIS codes for the SS.

Special Education Code	CIS/CSMIS Conversion	AFCARS Code
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Visually/Hearing		
AI-Autism	1-Emotionally Impaired	
Emotionally IM.		
EI-Emotionally Im.	1-Emotionally Im.	
Emotionally Im.		
EMI-emotionally and Mentally Im.	5-Multiply Im.	Emotionally
LD-Learning Dis.	6-Specific Learning Dis.	None
POHI-Physically/otherwise	4-Physically/otherwise	Physically Disab.
PPI-Preprimary Im.	5-Multiply Im.	
Could be any		
SLI-Speech and Lang.	7-Speech and Lang.	None
SMI-Severely Mentally Im.	3-Mentally Im.	Mental Im.
SXI-Severely Multi. Im.	5-Multiply Im.	Could
be any		
TMI-Trainably mentally Im.	3-Mentally Im.	Mentally
Im.		
VI-Visually Impaired	8-Visually Im.	
Visually/hearing		
No Sp. Ed. Code	9-None	

Do not edit against the AFCARS codes as they do not map well to our codes. They may check more than one box and it will not be reflected in the Special Ed. codes.

Please let me know if you have any questions.

CC: DSS.BUIS (LONDONS2, PRESOCKIN), DSS2.CFS1 (TOMESS, T...

From: Mary Ann Jensen
To: FisherD
Date: 7/1/99 12:54pm
Subject: Handicap Codes

Dave,

I am reviewing the ACCESS logs which need further evaluation. I noted that you have two entries (2808 and 2897) regarding handicap codes.

The handicap codes recorded on CIS are educational handicap codes. These convert into SWSS in the Education screens not the child info screens. To determine if the codes are converting correctly, you need to go to "Type of Education ", "special education". If the child is not in special education, the handicap code is "9". The 'disability' codes in child information are not shared with CIS/CSMIS.

According to log #2808, you were looking at the child info screens rather than the education screens. I'm not sure where you entered handicaps for log #2897.

Please let me know if you need further information.

CC: TOMESS, DSS.BUIS.LONDONS2

From: Carol Kraklan
To: DSS.BUIS.KhandalkarV
Date: 4/14/99 11:08am
Subject: Handicap Code

I have just noticed that the handicap code conversion document that I had given you has an incorrect conversion. The code EMI was incorrectly labeled as Emotionally and Mentally Impaired and the chart states to convert this code to a 5-Multiply Impaired for the 5S.

The code EMI actually stands for Educably Mentally Impaired and should be converted to a 3-Mentally Impaired for the 5S.

The code is correct in Education.

Sorry about that, I messed up. I hope it is not too much trouble to change.

CC: testing